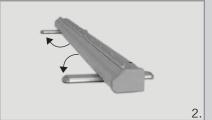
# Retractable Backdrop

## Assembly Instructions | R1.030716





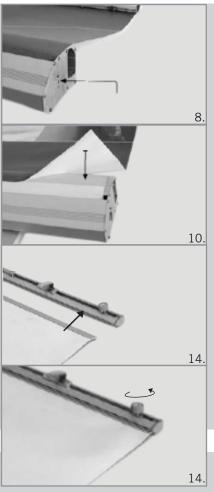




### (NOTE - It's recommended two people assemble the display)

- Remove one of the plastic end caps and take out the support poles from the base. Reattach the plastic end cap.
- 2. Turn the support feet outward.
- 3. Take one of support poles and pull up on the smaller pole until the button clicks into place on the lowest hole. Insert the support pole into one of the openings on the base. Repeat for the second support pole.
- 4. Carefully grab the top clamping rail and slowly pull up straight, ensuring the print does not rub against the sides of the base.
- 5. Place the metal clips on the clamping rail into the holes on top of the support poles.
- 6. To adjust the height of the display, press in the click buttons and raise them to the desired height, ensuring the buttons click into place, extending out.

#### **CHANGING THE PRINT**



#### (NOTE - It's recommended two people change the print)

- 7. Remove the left plastic end cap on the base. Inside will be a locking pin. Remove the locking pin.
- 8. Carefully pull out the entire print from the base and insert the locking pin into the base to prevent the print from retracting back into the base.
- 9. Carefully detach the print from the adhesive strip.
- 10. Attach the new print to the adhesive strip. Use additional tape if necessary to secure the print. (NOTE The front of the new print should face upward.)
- 11. Remove the end caps from the top clamping rail. Loosen all hand screws on the top clamping rail, but do not completely remove them from the clamping rail.
- 12. Carefully pull out the metal adhesive strip from the top clamping rail and take the print off the strip.
- 13. Attach the top of the new print to the metal adhesive strip.

  (NOTE The metal adhesive strip should be attached to the back of the new print.)
- 14. Insert the metal adhesive strip with the new print attached back into the top clamping rail. Tighten all hand screws and insert the end caps back on the top clamping rail.
- 15. Remove the locking pin from the base and slowly wind the print into the base. The print should go into the base straight and not rub against the sides of the base.
- 16. Reinsert the locking pin into the left plastic end cap. Reattach the plastic end cap to the base.

### ADJUSTING THE TENSION (NOTE - It's recommended two people adjust the tension.)

- 17. Remove the right plastic end cap.
- 18. Use a Phillips head screwdriver to remove all screws from the metal end cap while a second person holds the base together.
- 19. Slowly wind the metal end cap in a clockwise direction to increase tension.
- 20. Screw the metal end cap back on the base and reattach the plastic end cap.