

MINI RETRACTOR INSTRUCTIONS

TO ASSEMBLE BANNER

- With both hands on either side of the base, lift & open top section.
- Grasp top of banner and unhook from back of base.
- Pull banner forward; hold and close top of base.
- Turn rectangular clasp to a horizontal position, exposing the pole.
- Lift pole out and pull up, assembling as you proceed.
- Pull banner up, taking care not to over extend* banner and hook metal frame to top of pole.

**if you over extend banner, simply grasp both sides of banner and gently push it down into base.*

TO RETRACT BANNER

- Unhook banner from top of pole and slowly allow banner to roll back into base. It should not go all the way in.
- Pull banner pole apart, and fold back into the banner slot.
- Turn rectangular clasp back to a vertical position, holding the folded pole in place.
- Open the base; hook top of banner back into hold in back of the horizontal metal bar.
- Close base.

TO ADD TENSION TO BANNER

You may find with repeated use, the banner does not fully go back into the base. Follow these simple steps to re-wind the banner and add tension.

- Open base and unhook top of banner from back of base.
- Push the blue banner roll to your right.
- Lift banner out from base.
- Making sure the circle peg end of the banner roll is on your left (and the square one on the right) roll the banner back onto the banner roll.
- Insert the square peg into the right side of the banner base.
- Push banner roll all the way to your right, and insert the circle end back into the base.

At this point, you may either continue to put the banner up (follow assembly directions) or put it away (follow retracting directions).