

# Four Season Retractor

## Product Parts

- 1 - Base
- 2 - Retractor
- 3 - Banner Rail
- 4 - Telescoping Pole\*\*
- 5 - Base Pole
- 6 - Pin



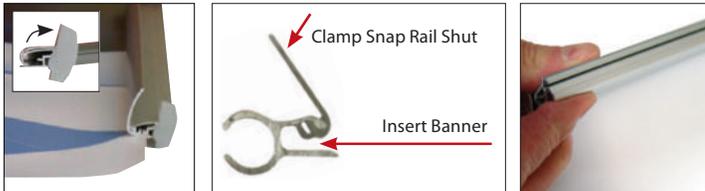
**\*Do Not Pull Pin Until Directed**



## Banner Install

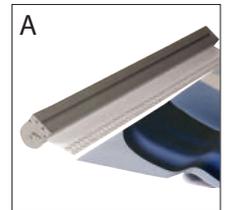
### Step 1

Remove all of the product parts from the bag and place, along with the banner, on a clean flat surface. Rotate an End Cap from the Banner Rail and snap the Banner Rail (3) open. Fully insert the top edge of the Banner into the groove of the Banner Rail (3) and snap it shut.

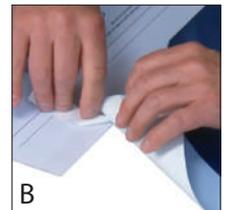


### Step 2

Rotate the Retractor (1) so that the tape leader is lying flat, adhesive side up. Lay the banner flat, printed side up. On the Retractor (1) remove the strip of protective paper to expose the adhesive (A).



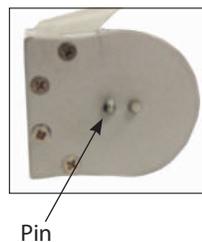
Firmly and evenly press the bottom of the banner onto the adhesive, and be sure to smooth out any bubbles or wrinkles (B).



### Step 3

With one hand on the banner, remove the pin and allow the banner to gently retract into the Retractor (2).

**\*Save the Pin (6) for future graphic changes.**



## Display Set-Up

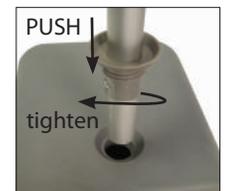
### Step 1

Connect the Retractor (2) to the Base (1) by sliding the Base's (1) hooks into the recessed groove of the Retractor (2).



### Step 2

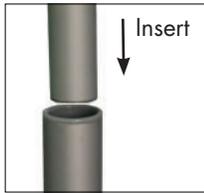
**PUSH DOWN** and Insert the threaded end of the Base Pole (5) into the hole in the Base (1) and thread clockwise to secure.



## Display Set-Up Continued...

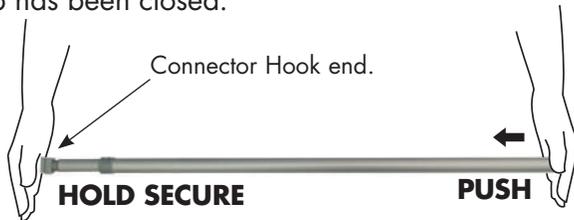
### Step 3

Insert the Telescoping Pole (4) into the Base Pole (5). \*SEE NOTES.



### Step 3\_\*NOTE\_2

Holding the Connector Hook end of the Telescoping Pole (4) securely in one hand. With the other, push the flat end cap toward the Connector Hook End. Verify the gap has been closed.



### Step 3\_\*NOTE\_1

Before Inserting the Telescoping Pole (4) into the Base Pole (5), verify that the Telescoping Pole (4) flat end has no gap. There should not be a gap between the flat plastic end cap and metal pole. If you have a gap, See NOTE 2.



**CORRECT** NO GAP. You want to see the plastic lip on the end cap resting flush on metal pole.

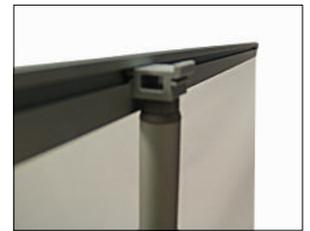
### Step 4

With Telescoping Pole inserted into the Base Pole (step 3), extend the Telescoping Pole (4) upwards a few inches by turning the pole counterclockwise. Lock it in place by holding the lower section of the Telescoping Pole (4) and turning the upper section clockwise.



### Step 5

Lift the Banner Rail (3) upwards to expose the banner and connect the Banner Rail (3) to the Telescoping Pole's (4) connector hook by inserting the hook into the Banner Rail's (3) groove.



### Step 6

While holding the bottom section of the Telescoping Pole (4), extend the upper section upwards to your desired height. **Do not exceed 77.75" high.** Lock into place by holding the lower section and turning the upper section clockwise.

### Step 7

For added stability, fill the base with ballast material before inserting the Base Pole (5).



## Storage

Place all product parts into Carry Case and store in a cool dry location.



## Care

Spot clean with damp cloth.