

NEW Poster Replacement Video available on our website...www.postupstand.com

Click on Retractable Banner Stands, then click "**watch our new video**"

Items you will need for poster change out:

Utility knife, scissors, clear box tape, double-sided tape, 2-allen wrenches

Instructions for Poster Replacement

1. Place Post-Up Stand (retracted) on long table or floor.
2. Have one person hold stand steady in place, while other person pulls poster out as far as possible (should see tape flap on bottom of print) onto table.
3. Replace pin on side of unit when inner cylinder hole and outer cylinder hole align.
4. Peel tape off of print and peel print from adhesive strip. Pull off excess tape if any remains.
5. Move to top bar of print. Loosen top screws with "L" wrench. Slide top bar off the top of the print to the left or right and set bar aside. Peel poster from remaining bar as best as possible. (peel excess paper from that bar as much as possible)
6. Take this bar (still sticky) and adhere to top edge of new poster. Slide other bar back on and tighten all screws.
7. Align bottom of poster with tape flap and tape both front and backside of poster to flap.
8. Hold poster firmly to bottom surface (table or floor) and remove pin.
9. Slowly retract poster back into base of stand.

Please make sure you have set the poster in perfect alignment when attaching the top and bottom piece, doing this will ensure the poster will retract correctly into the stand.

The steps are easier performed typed! If you would like someone to walk you through the process once you open the unit, please call us at **1-800-935-3534**.