

Instructions for:

# Mini Retractor

**DO NOT** remove the pin from the side of the retractor until you reach the appropriate step in the directions.

*Note: Design & print the banner to accommodate the 2 to 3 inches that are rolled up inside the base.*



Overall Dimensions-  
17-1/4" H x 12-1/4" W x 2-1/2" D

## STEP 1

Remove contents from box. You will find the retractor base, a header bar and a two piece support bar.

## STEP 2

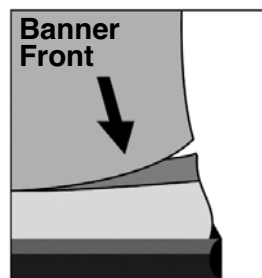
On header bar remove paper to expose adhesive. Firmly and evenly press the top of the banner to the adhesive strip.

## STEP 3

Lay the banner out. On the retractor base you will find a strip of paper. Remove the paper to expose the adhesive.

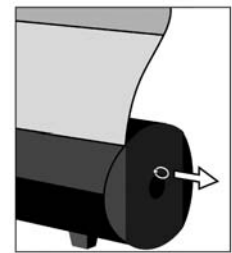
## STEP 4

Firmly and evenly press the bottom of the banner to the adhesive.



## STEP 5

Maintain tension on the banner while slowly removing the pin. Allow the banner to gently roll into the canister.

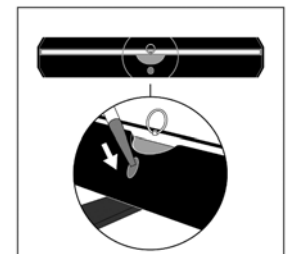


## STEP 6

Slide the support bar with bracket into the header bar.

## STEP 7

When you are ready to display the banner, gently pull the banner out of the canister. Attach the lower support bar and insert it into the base.



## STEP 8

When you are ready to retract the banner, lift the support bar out of the base and let it slowly wind into base.