# INSTALLATION INSTRUCTIONS FOR: DPI RETRACTABLE BANNER DISPLAY

### **Product Parts**

- 1. Base, Banner & Top Rail
- 2. Shock Cord Pole
- 3. Carry Case



#### FOR MODEL: D3303

For instructional video

scan to view or visit:



www.diocesan.com/bannerhelp



### Step 1

Remove base and shock cord pole from carry case.

#### Step 2

Place base on floor in display area.

#### Step 3

Insert the shock cord pole (2) into the hole in the center of the base (1).



### Step 4

Align flat portion of top cap toward front of base.

#### Step 5

Standing in front of base (opposite side of pole), place foot on edge of base to steady. Firmly grasp top rail of banner and gently pull the rail upwards.

#### Note:

(If rail is not visible, pop open the top banner cover to expose banner and top rail.)



## Step 6

Clip the top rail (Orange Sticker indicating 'Insert') onto the flat portion of top cap.



### Step 7

Release clamp on pole. Pull up on upper section of pole and top rail. Extend upper section until banner is fully exposed, close clamp to lock extended pole into place.





**Note:** Some may find it easier to raise and lock the pole in several incremental steps.

Step 8

Enjoy your Banner!

*Tips:* Do not run with pole. Banner stand may tip over in windy conditions. Keep away from excessive heat and water. Once the banner has been fully retracted, place the stand in carry case and store in a cool dry location until next use.