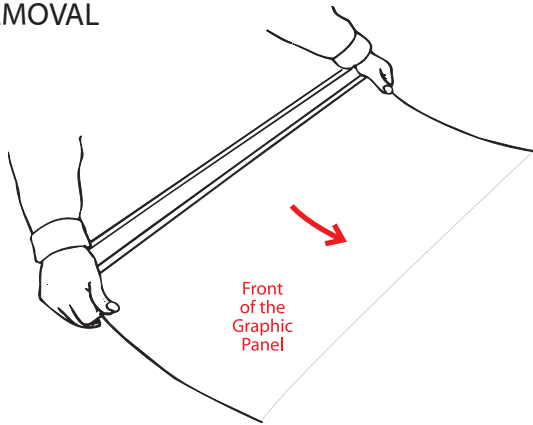
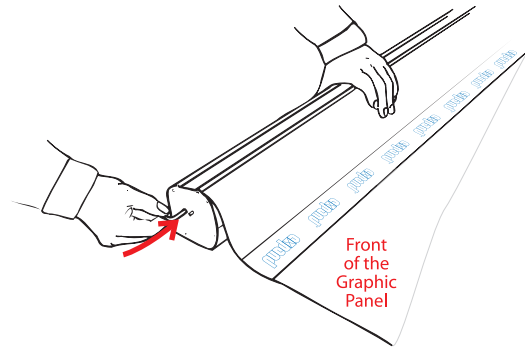


Replacing a Graphic Panel in an Expand Retractable

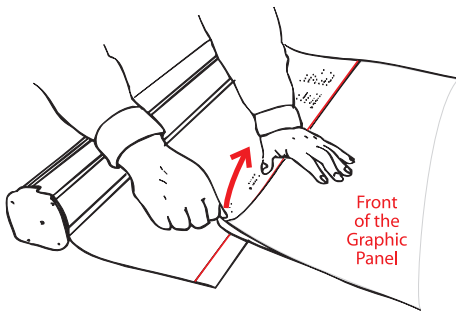
REMOVAL



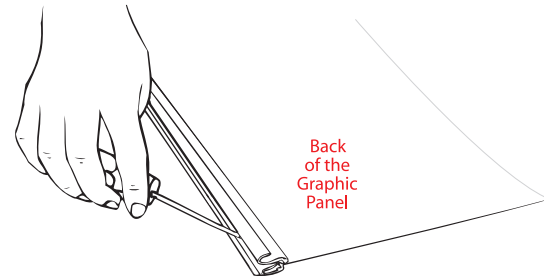
1. Pull the graphic panel out of the unit. Working on a clean surface such as a work table and using two people will make this easier. One person should securely hold the base and the other should pull out the graphic by the top profile.



2. Pull the graphic until the lead sheet is exposed and slide the pin into the hole on the side of the base. Please note: if the locking pin does not slide in all the way. It may be necessary to slowly pull out the graphic or retract it slightly until the pin slides into place. If you do not have the pin, you can use a strong paper clip or a small allen wrench.

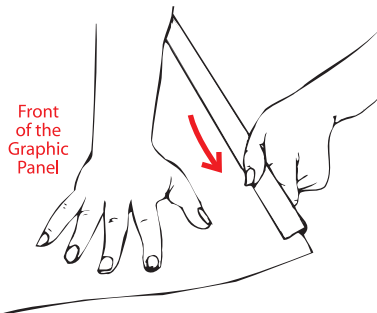


3. Remove the securing tape and pull the graphic off of the white lead sheet. Cutting the lead sheet will void the warranty.

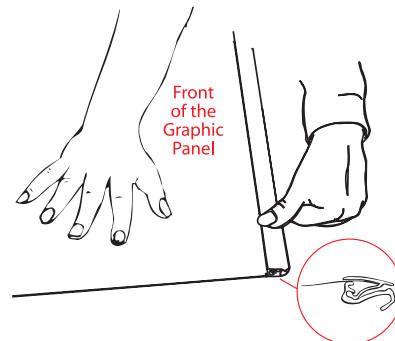


4. Using a flat blade screwdriver (or similar tool) open the profile and remove it from the old graphic panel.

INSTALLATION



5. Slide the profile onto the top of the new graphic panel.

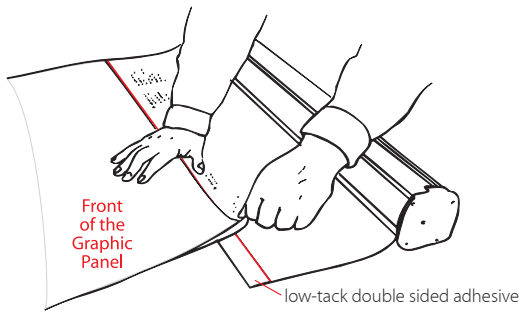


6. Press down on the profile to lock it onto the new graphic.

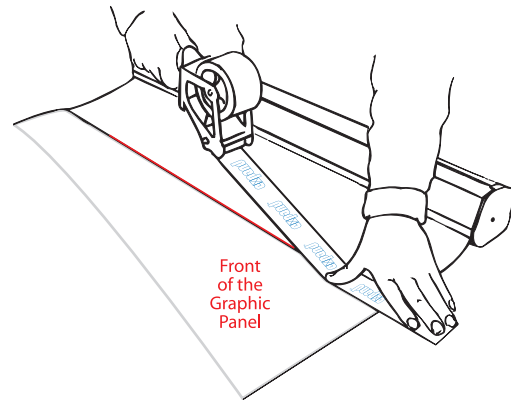
Replacing a Graphic Panel in an Expand Retractable

(continued)

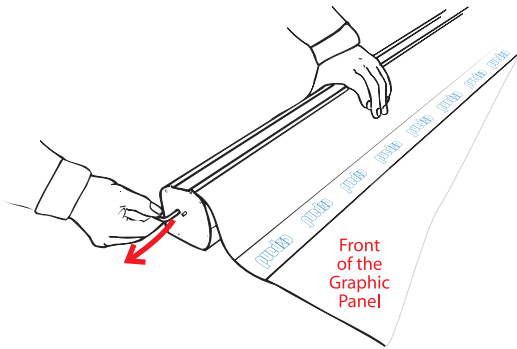
INSTALLATION (continued)



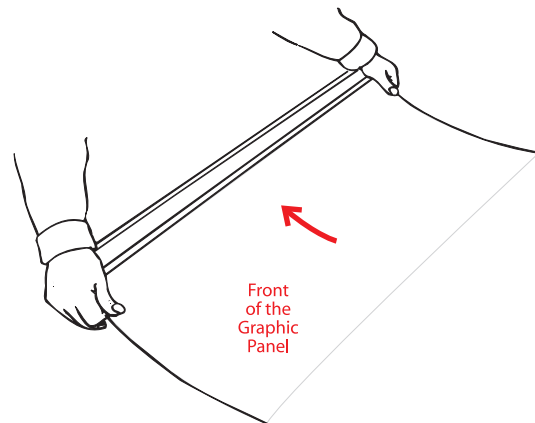
7. In some instances, there may be enough adhesive on the lead sheet to mount the new graphic. If not, we highly recommend using our double-sided lead sheet tape (article number: 69002) and reapplying it above the red line. Attach the new graphic (image up) and position the bottom of the graphic panel along the red line.



8. **IMPORTANT!** Apply packing tape over the joint to secure the graphic panel to the lead sheet. We highly recommend using the Expand Logo Tape (article number 69003) for this step. This tape is extremely durable and since it is much easier to remove than standard packing tape, it will make your graphic switch out process much quicker.



9. Grip the image and base firmly with the left hand. Remove the locking pin with the right hand.
THE MECHANISM IS NOW ACTIVATED!



10. With your hands, slowly allow the graphic panel to retract into the base.

Your retractable display is now ready to use!