Internal Instructions
DiamondFlex400/800/447 Graphic Replacement

*This is a good tool to use when working with Dealers and/or clients, especially over the phone, to help them change the graphics on their retractable DiamondFlex products.

First, a few items to keep in mind:
1. When you order banner stand graphics from ExpoDisplays, they will automatically come with a Velcro strip across the top and bottom of the back of the graphic.
    a. If you do not order your graphics from ExpoDisplays, you will need to purchase ½" low profile Velcro on your own to attach.
2. The top rail of each banner stand comes with a strip of PVC that has Velcro already attached to it. To access this PVC, take off one of the end caps, and slide it out.
    a. Do not misplace or throw away this PVC strip. If you have to replace it, you will have to purchase the entire top rail.

To replace the graphic:
1. Take one of the end caps off the top rail of the banner stand.
2. Carefully slide the banner stand graphic (attached by Velcro to the PVC strip) out of the top rail.
3. Carefully, pull the current graphic apart from the PVC strip. Do this carefully and slowly to prevent the graphic from tearing, or the Velcro from peeling off the PVC strip or graphic.
4. Set the top rail, end caps and PVC strip aside.
5. Pull the graphic all the way out of the base of the banner stand.
    a. You will see that the graphic is attached by Velcro to a piece of material that is permanently attached to the banner stand hardware.
6. Carefully pull the graphic from this piece of material.
    a. Again, do this carefully and slowly to prevent the graphic from tearing, or the Velcro from peeling off the PVC strip or graphic.
7. Now take your new graphic, and attach the strip of Velcro on the back, lower side of the graphic to this material in the base of the hardware.
    a. Firmly press the Velcro together to ensure that it is secure.
8. Attach the PVC strip to the top strip of Velcro.
    a. Firmly press the Velcro together to ensure that it is secure.
9. Slide the PVC strip, with graphic attached, into the top rail.
10. Put the end caps back on the top rail.

Your graphic installation is complete.