

# Vinyl Banner Installation Guide

## Prep The Vinyl Banner Prior To Installing:

1. Install the (40) Poster Clips to the outer perimeter of the vinyl at each asterisk mark as shown on the attached layout **“DO IT OD VINYL DRAWING QF 10ft x 22ft”**.
2. The Poster Clips should be installed as shown on the attached layout **“QuickFlex Poster Clip Installation”**.
3. Fold the vinyl from bottom to top about 4 times, and then fold from left to right as shown on the attached layout **“Vinyl Banner Folding Diagram”**.

## Steps On How To Take Down Old Vinyl Banners:

1. Open the frame caps. Start by unscrewing the thumb screw locks from the side frame caps first. Open the side frame caps, then the bottom frame caps, lastly the top frame caps. Use the Extension Pole & Tool to open the top frame caps. Flip the extension pole over so that the end with the white flat angle bracket is at the top of the pole. Insert the white flat angle bracket at the center of each top frame cap between the vinyl banner and the inside edge of the top frames cap. While applying an outward pressure, slowly pull downward on the extension pole until you the top frame cap springs open.
2. Flip the tensioning handle located inside of the bottom left horizontal frame section to the loose position and slide the adjustment bar to the last straight slot of the bar.
3. Using the Extension Pole & Tool, unhook the side cables from the (3) cable guides on each side frame section.
4. Set the cable end that's attached to the tensioning handle to the last chain link. This will allow enough slack in the cable so you can easily unclip the bottom side half of the vinyl banner from the left & right side cables, and the bottom of the vinyl banner from the bottom cable.
5. Unclip all of the bottom clips and the bottom four side clips on both the left and right sides from the cable, working your way from one end of the truck frame to the other end.
6. Using the Extension Pole & Tool unhook the top cable from the top cable guides.
7. Detach the cable end from the tensioning handle chain and walk it towards the right end of the trucks frame, let go of the cable. The cable end will stop in the bottom right corner cable guide bracket.
8. Starting on the right side unclip the remaining side clips and top clips working your way over to the other end until all of the poster clips have been unclipped from the top and side cables.
9. Fold up the old vinyl banner and store away until you are ready to remove the attached poster clips for reuse on future vinyl banners. You are now ready to install the new vinyl banner.

## Steps On How To Install New Vinyl Banners:

1. Place the vinyl banner on the right end of the truck side deck, or on the wheel fender for trucks without the side decks, and unfold toward the left end.
2. Hook the 1<sup>st</sup> five poster clips of the top and left side of the vinyl banner to the top and left side cable. Be sure to attach the correct poster clips to the correct cables.
3. Work your way towards the right end of the truck frame while clipping on all of the remaining top poster clips and the 1<sup>st</sup> five poster clips of the right side of the vinyl banner to the right cable.
4. Reach into the bottom right corner of the frame system and grab the cable end coming out of the bottom right corner cable guide and pull it towards the tensioning handle to your left. Hook the cable end to the last link on the chain to hold the vinyl banner up. While pulling the vinyl banner up be sure that the side cables don't fall behind the side cable guides preventing the vinyl banner from going up.
5. Using the extension pole & tool, hook the top cable over the top cable guides, starting on the right end working your way over to the left end.
6. Hook the remaining left side poster clips to the left side cable.
7. Hook the (12) bottom poster clips to the bottom cable working your way from the left end of the truck frame to the right end.
8. Hook the remaining right side poster clips to the right side cable.
9. Using the extension pole & tool, hook the left side and right side cables over the side cable guides.
10. Pull the slack out of the cable that's attached to tensioning handle by moving it from the end chain link to a chain link closer to the tensioning handle spring. You may have to back down 2 to 3 links on the chain then re-attach the cable end. This will allow you to easily flip the handle into the tensioning position. Lift the tensioning handle halfway with one hand then slide the adjustment bar with the other hand to the angled slot that will allow you to tension the vinyl banner. Finally set the tensioning handle into the tension & locked position. If more tension is needed simply slide the adjustment bar over to the next angled slot or adjust the amount of chain links that the cable is attached to. The tensioning handle should be easy to set into the tensioning position, if it's too hard to set then you have applied too much pressure to the system and readjustment is required. **Warning:** Be sure not to over tighten the vinyl banner, this can be verified by the compression of the tensioning handle spring. The rings of the spring

should have no less than a 1/16" space between each of them. If the rings are fully compressed to the point they are touching, it could cause the system or vinyl failure.

11. Hook the bottom cable under the bottoms of the bottom cable guides.
12. Check that all the poster clips are pulling the vinyl banner tight and even with no wrinkles. If there are any wrinkles in the corner simply push the very corner poster clips toward the corner pulley until they disappear or pull on the cable to allow the clips to move into position.
13. Lastly, close the top frame caps, the bottom frame caps, and then the side frame caps. Be sure to lock the vertical frame caps in place by tightening the thumb screw located on the cap.