

Resetting the tension on the
PANDA STAND
Retractable

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When you find the tension has loosened on your panda stand retractable, first you must determine if the tension can be restored or if the roller is broken and must be replaced. *Follow the steps to in the following pages*

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Tools Needed



- A roll of paper or fabric that is of 4.5 m (177.2”) long.
- A metal plate
- Tessa tape
- Scissors
- Medium size Phillips head screw driver
- Olfa knife

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Step 1: Turn the base on end



Stand the base of the stand on its end with the left end cap facing upward. You will know that you have the correct end because there will be a screw in the middle of the end panel and this is the only end panel that is removable.

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Step 2: Remove End Cap



Remove the center screw. Also remove the screw that is located on the front upper left hand corner of the base. This will allow you to remove the end cap.

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Step 3: Remove the Roller from the Base



To determine whether the spring in the roller is still operational, turn the square shaft at the end of the roller about a quarter turn and release it two to three times. If the shaft does not return to its original position, the roller has been damaged and should be replaced. If the shaft returns to its original position after release, it is still usable.

Remove the roller and graphic from the base and proceed with the following steps.

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Step 4: Remove the Graphic



Separate the graphic from the graphic leader so it will not be damaged.

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Step 5: Attach paper to the graphic leader



Attach the 4.5 meter (177.2")length of blank paper onto the graphic leader using the Tessa tape. Roll the blank paper and graphic leader around the roller.

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Step 6: Replace the roller in the base



Re-insert the roller into the base, making sure you match the shaft ends to the proper holes. The round shaft end will fit in the right end cap of the base. Make sure that 20cm (8") of the paper is inserted out of the graphic opening of the base before you replace the end cap.

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Step 7: Reattach the end cap



Reattach the end cap to the base, making sure that the square end of the roller shaft is securely in its end cap opening.

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Step 8: Locking the tension



Gently roll the blank paper around an empty cardboard tube until the graphic leader is pulled out of the base. While keeping the graphic leader taut, lock the tension by re-inserting the tension locking pin that came with your display into the hole on the right end cap.

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Step 9: Remove the blank paper



Gently separate the paper roll from the graphic leader.

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Step 10: Reattach the graphic



Reattach the bottom of the graphic onto the graphic leader using tessa tape or low profile velcro tape.

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Step 11: Remove tension pin



The tension should be restored. Remove tension locking pin at the end cap, and slowly release the graphic back into the base.

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