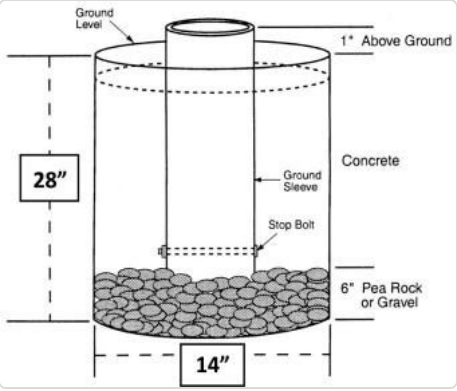
Telescoping Flagpole Installation & Operation

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How to install your telescoping flagpole

Tools you will need: shovel, spade or post hole digger, tape measure, level, container to mix concrete.

Materials you will need: about 200 lbs of 3,000 psi pre-mix concrete, water, and 15–20 lbs of pea gravel or crushed rock.



Ground sleeve set in concrete: 14" wide × 28" deep hole, 4–6" of gravel, sleeve 1" above ground.



Read the instructions completely. Choose your flagpole location and make sure there are no obstructions, utilities or power lines below the surface or overhead.



Dig a round, fence-post-size hole 14" in diameter and 28" deep. Soft or sandy soil may need a larger hole.



Make sure the hole is at least that size. Shovel 4–6" of gravel into the bottom of the hole for water drainage.



Install the stop bolt completely through the pre-drilled hole in the ground sleeve. Hand-tighten only. Mix the concrete following the concrete maker's instructions.



Push the sleeve into the gravel, keeping the top of the ground sleeve at least 1"–1½" above ground level. If the sleeve isn't pushed into the gravel, concrete can seal the hole and block drainage.



Cover the ground sleeve with the red cap. Shovel concrete into the hole around the sleeve, careful not to move it.



Remove the red cap and check the sleeve for plumb with a level in several places. Put the red cap back on to keep debris out.



After at least 24 hours of drying time, remove the red cap and set your flagpole into the sleeve.

How to operate your telescoping flagpole



For 25' poles: remove the double harness from the top harness and remove the spring clips. Open the double harness and attach it to the top section under the retainer ring. This takes some force but won't damage the harness. Attach the spring clips to the double harness.



Attach your flag to the stainless steel spring-loaded flag snaps. Start by raising the top section first.



Extend the section until it stops. Lift it while rotating it to the right, then down. You should feel it lock into the interlocking sleeve. If the sleeve isn't fully engaged, it can damage the sleeves or let the pole collapse.



Repeat with the remaining sections. Reverse the process to lower each section. Always lower each section slowly, hand over hand, so it can't free-fall.

Caring for your flagpole

Your telescoping flagpole is virtually maintenance free. It never needs lubricant. Clean the outside with liquid soap and water using a car-wash mitt or sponge, rinse well and wipe dry.

> **Snow and ice:** don't leave the flagpole in the lowered position. Water can get inside, freeze and damage the pole. Either leave it extended, or lower it and take it out of the ground completely.

Three ways to fly your flags



Attach your flag to the top set of stainless steel clips.



Attach a second flag to the second set of clips.



Fly a flag at half-staff by removing the second flag and attaching your flag to the second set of clips.

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