

**INSTALLATION INSTRUCTIONS**  
**INTERNAL HALYARD 20' – 35'**  
**ANCHOR BASE OR HINGE BASE FLAGPOLES**  
(MODEL # 20I-AB, 25I-AB, 30I-AB, 35I-AB, 20I-HB, 25I-HB, 30I-HB)  
*35' Not available as a hinge base*

**IMPORTANT**

- Please read and understand these instructions before installing your flagpole.
- It is important to select a location for your pole where it cannot be struck by automobiles, bicycles, lawn movers, or any object that can damage it. **AVOID ANY LOCATION IN THE VICINITY OF POWER LINES.**
- It is most important that you are aware of any gas or power lines or any type of obstruction below ground. Always contact your local “Dig Safe” service before digging or excavating the area.
- **DO NOT** allow the pole to lie around a job site. Keep the pole straight and dry during storage. Install it as soon as possible after delivery.
- **DO NOT** allow children to operate a flagpole unattended.
- **DO NOT** climb flagpoles and **DO NOT** lean ladders against flagpoles.

**PARTS LIST**

- |   |  |
|---|--|
| 1. Flagpole Shaft with Halyard<br>And Internal Cam Cleat Inside | b. Polyester Retaining Ring            |
| 2. Aluminum Base (Attached)                                     | c. Flag Snaps (2)                      |
| 3. Bolts (4), <b>order separately</b>                           | d. Vinyl-covered Counterweight         |
| 4. Allen wrench (for hinge base)                                | e. Truck (pulley assembly) with Screws |
| 5. FLAGPOLE FITTINGS:   | f. Tube of Loctite (1)                 |
| a. Gold Ball  | g. Door Assembly (attached to pole)    |
|   | h. Driver (to open flagpole door)      |

**TOOLS & ACCESSORIES REQUIRED** (Items not supplied by manufacturer.)

- |                |                            |
|----------------|----------------------------|
| 1. Level       | 4. Drill and Drill Bit     |
| 2. Pliers      | 5. Shovel/Excavating Tools |
| 3. Screwdriver | 6. Cement                  |

**FOUNDATION**

For general installations, dig a hole approximately 3' X 3'. (If ground is soft or sandy, increase the size of the hole.) Follow the cement or concrete manufacturer's instructions for mixing and pouring the foundation. Be sure the foundation is level. While the cement is curing, set the anchor bolts in the proper position according to the base being used. One way to do this is by using an oversized sheet of plywood and the base as a template. Drill four 1" holes through the plywood, i.e. if using a 2' diameter hole in the ground, use a 3' square (or more) sheet of plywood (or some other material) so that the plywood is larger than the hole. Using a washer and nut on the top side of the board, let the anchor bolts hang in the cement, allowing for the appropriate bolt projection.

- Anchor base: 2-3/4" exposed thread recommended projection
- Hinge base: 3" exposed thread recommended projection

**FLAGPOLE AND FITTINGS ASSEMBLY**

1. Leave the plastic wrap on the pole for protection.
2. Slip the retaining ring over the pole.
3. Thread the halyard (sticking out from the top of the pole) inside the truck and out over the sheave (pulley). Using a bowline knot, tie the halyard to the counterweight which is attached to the retaining ring. (See illus.)
4. Attach snaps to the halyard (see illus.) and adjust the spacing between the two snaps to match the flag grommets.
5. Apply Loctite to the threads on the gold ball and screw into the truck. **DO NOT** apply turning force on the ball. Use pliers on the spindle to tighten. Tighten the lock nut.
6. Place the ball/truck assembly into the top of the pole. Drill 3 holes with a 1/8" bit, 120 degrees apart, through the flagpole shaft and truck stem about 1.5" from the top of the pole. Secure the truck to the pole with the self-tapping screws provided.

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**FLAGPOLE INSTALLATION**

1. Make sure concrete is properly set and bolts are properly placed to match anchor bolt pattern.
2. Open bracket and bolt into place with pole lying along the ground.
3. Remove the upper 2/3 of the plastic wrap from the pole and raise the pole upright. Situate the pole so the pulley faces a direction away from the prevailing wind.
4. Raise pole up into place and secure with provided set screws.
5. Use a level to plumb the pole. Be aware, the pole is tapered, and the bubble will not indicate on center but should remain in the same relative position as it's placed against the pole on all sides.
6. Remove the rest of the plastic wrap.
7. At a position 48" above grade and opposite the pulley, drill 2 cleat holes (with 3/16" bit) and secure the cleat with the self-tapping screws provided. Positioning the cleat on the opposite side from the pulley makes the halyard take a half turn around the pole, preventing a good deal of rope slapping in the wind. It also helps to keep the pole clean.

**CARING FOR YOUR FIBERGLASS FLAGPOLE**

1. When removing the door to your flagpole with the internal driver (provided) simply turn  $\frac{1}{4}$  to  $\frac{1}{2}$  turn. This allows the tab (behind the door) that secures it to the pole, enough rotation to remove the door so you can access the halyard and cam cleat. Endless turning of the driver will release the screw from the locking nut that holds the tab in place and will require replacement as those parts will fall into the pole.
2. To operate the cam cleat, pull up on the halyard (rope) while holding the halyard. This action releases the halyard to allow free movement for raising and lowering the flag. Once your halyard and flag are in place, pull down on the halyard to lock it back in place. This action causes the halyard to get "held" in between the two cleat sheaves which act as the brake. Always be aware of the counterweight above. Be sure the halyard is safely secured in the cam cleat before you release it.
3. Dirt on the pole comes mostly from a dirty halyard. The polyester halyard is machine washable. Replace the halyard often.
4. Wipe off dirt marks with soap and water using a sponge. With white poles, stains or old dirt can often be removed with a mild bleach solution. DO NOT use sandpaper or any abrasive material on the surface. The pole can be polished with a non-abrasive cleaning compound recommended for fiberglass surfaces. A "magic" eraser type pad is also a great, gentle cleaner.
5. Proper flag etiquette precludes flying the flag in inclement weather. The flag should not be flown in high winds. It can damage the pole and place unnecessary wear on the flag and halyard.