

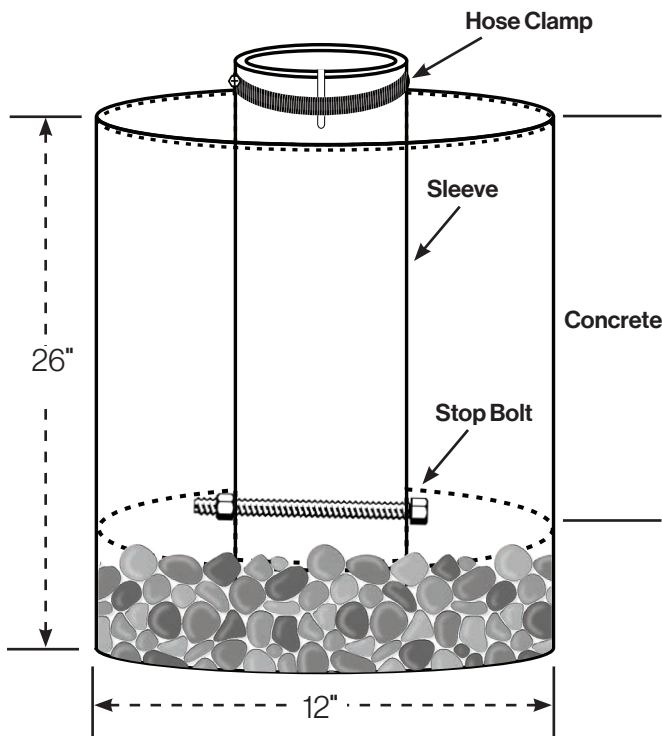


**Questions or Concerns?**  
 Visit our website at [www.concordamericanflagpole.com](http://www.concordamericanflagpole.com)  
 or  
 Contact us at 800-527-3902

**Materials and Tools Required For Installation (Not Supplied):**

- 3 - 40lb Bags of Cement (Standard or Quick Drying)
- Tape Measure or Yardstick
- Level
- 20lbs of Pea Rock or Gravel
- Container for Mixing Cement
- 1 - Roll Masking Tape
- 1 - Assistant

**Improper installation will void warranty**



**INSTALLATION INSTRUCTIONS**

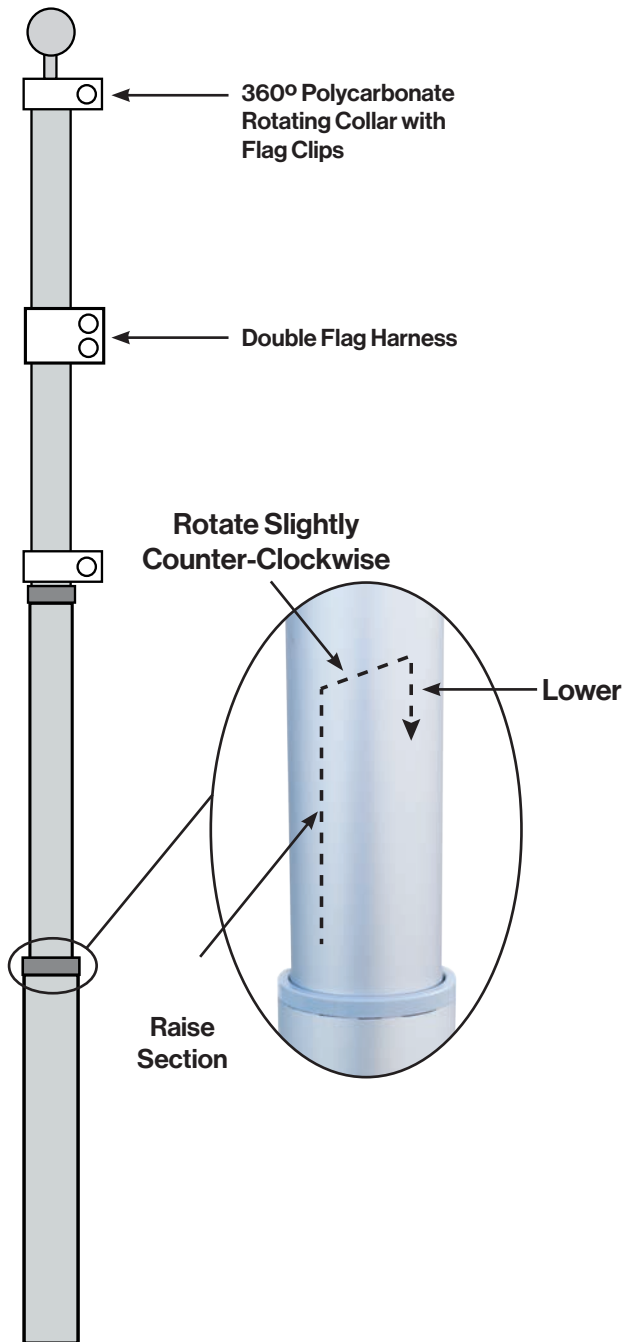
- Step 1:** Read instructions completely before starting. Verify that all tools and materials are immediately available.
- Step 2:** Select proper location for placing your flagpole. Verify that there are no power lines above or below ground
- Step 3:** Dig hole 12" in diameter and 26" deep in firm or heavy soil. A larger hole may be necessary in loose or sandy soil.
- Step 4:** Place pea rock or gravel in bottom of hole and level to approximately 4" depth. The pea rock or gravel will help with drainage.
- Step 5:** Install 1/4" stop bolt in the ground sleeve and install nut. Tighten nut so that the bolt is not deforming ground sleeve. Check by slipping ground sleeve onto flagpole. Verify sleeve moves freely up and down and can make contact with the bolt.
- Step 6:** Place ground sleeve in center of hole. Use level (or straight edge), placed across hole next to ground sleeve to verify 2" of the ground sleeve are above ground level. Add or remove pea rock or gravel as needed to obtain 2" of ground sleeve above ground level.
- Step 7:** Place flagpole into ground sleeve. Using masking tape, tape first 2" of ground sleeve and 10" of the bottom of the flagpole to protect flag pole and ground sleeve from making contact with concrete in next step.
- Step 8:** Mix concrete as directed by concrete instructions.
- Step 9:** Have assistant hold flagpole in center of hole and use level to verify flagpole's alignment. Pour concrete into hole until it is level with the ground. Check two locations on the pole 90 degrees apart with the level to ensure the pole is straight up and down. Allow concrete to set before removing pole from the ground sleeve
- Step 10:** Let concrete harden according to the manufacturer's requirements. We recommend placing a warning flag or indicator near ground sleeve to protect ground sleeve from being disturbed as well as eliminate the chances of personal injury while cement hardens. Remove masking tape.
- Step 11:** Install provided Hose Clamp at top of ground sleeve and tighten around pole.





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**OPERATING INSTRUCTIONS**

**Step 1:**

Slide flagpole into ground sleeve, making sure that no dirt enters ground sleeve.

**Step 2:**

Mount ball on pole by screwing into top of truck, tightening with pliers or small pipe wrench. Attach flag to rotating collars.

**Step 3:**

To raise flagpole, begin by fully raising smallest section. Allowing the section to self index, slightly rotate counter-clockwise and lower to engage locking tab.

**NOTE: It is not necessary to exert force to lock each section in place.**

Repeat with remaining sections.

**Step 4:**

To lower the pole, reverse the procedure in Step 1. Slightly raise each section, turning clockwise to disengage the locking tabs. Each section of the pole should be lowered slowly, not allowing sections to drop freely.

**CAUTION:**

**This flagpole is not designed to withstand high winds while flying a flag. Your flagpole should be lowered or removed for storage in the event of extreme weather conditions.**

