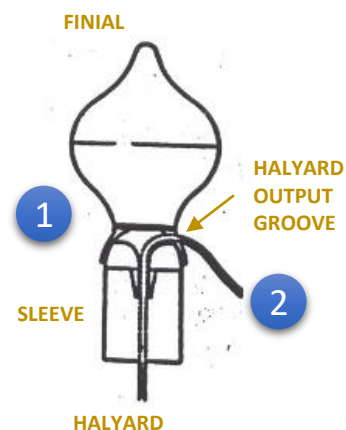


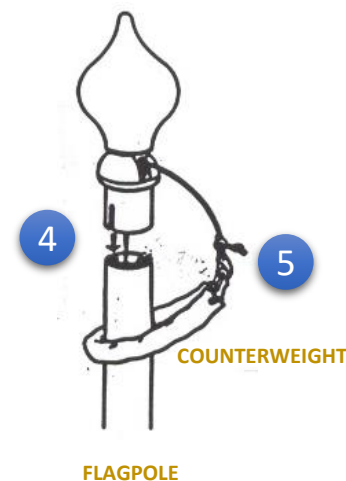
# ASSEMBLY, USER AND MAINTENANCE GUIDE FOR A WINCH FLAGPOLE

## ASSEMBLY OF A WINCH FLAGPOLE

1. Check that the diameter of the sleeve would match the diameter of the top of the flagpole and screw the **finial** onto the plastic **sleeve**.
2. Feed the **halyard**, exiting from the upper end of the flagpole, inside the sleeve so that the end of the halyard would exit from one of the **halyard outlet grooves** of the sleeve. If the halyard is not long enough, unwind some halyard from the winch drum by turning the **winch handle** counterclockwise. When turning the winch handle, keep the halyard taut; otherwise, the halyard may end up knotted or stuck in the winch drum.
3. Feed the halyard through the small **plastic ball** by its smaller opening; thereafter tie the **metal snap hook** to the halyard. The knot will fit snugly in the plastic ball's cavity.



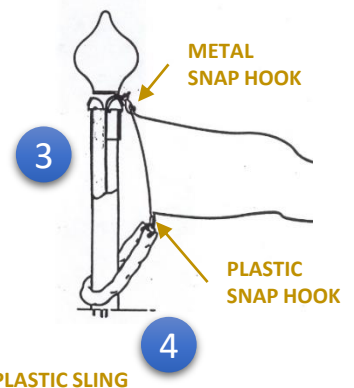
4. Press the sleeve with the finial onto the top of the pole so that it would lock in place. Make sure that the pole does not rest on the finial, if necessary, place a support under the top of the pole.
5. Put the **counterweight** around the pole and attach it to the halyard's metal snap hook.
6. Mount the flagpole to the ground plate, which is pre-mounted on the foundation, using a hinge bolt and nuts.
7. Push the flagpole upright, level it with the adjusting nuts and then tighten the nuts. Do not raise the flagpole without counterweight.



## HOISTING THE FLAG

UP – CLOCKWISE  
DOWN - COUNTERCLOCKWISE

1. Insert the **winch handle** fully into the **winch handle socket**.
2. Lower the counterweight by **SLOWLY** turning the winch handle counter-clockwise. **When turning the winch handle, you must feel the counterweight's weight on it – the halyard is taut.** *\*If the winch handle is turned too fast, the halyard may become loose and thus the halyard may get stuck in the winch drum.*
3. Release the counterweight from the **metal snap hook**. Attach the flag's lowest grommet to the counterweight's **plastic snap hook** and the uppermost grommet to the halyard's metal snap hook.
4. If you have a large flag that comes with a set of plastic slings, wrap these slings around the pole and through the remaining grommets in the flag; close the slings by joining their ends.
5. Always hoist the flag with the counterweight, turning the winch handle clockwise. Do not apply excessive force when the flag has reached the upper position.
6. Take the winch handle out of the socket - this is your safety key!



## LOWERING THE FLAG

- Insert the winch handle fully into the socket.
- Lower the flag by **SLOWLY** turning the winch handle counter-clockwise. **When turning the winch handle, you must feel the counterweight's weight on it – the halyard is taut. Make sure that the flag is moving downwards.**
- If using the plastic slings, remove them. Thereafter release the flag from between the plastic snap hook of the counterweight and the metal snap hook of the halyard.
- Attach the counterweight to the metal snap hook of the halyard so that the weight remains around the pole and raise the counterweight by turning the winch handle clockwise. Make sure that the halyard does not fall out of the pole. **Never wind up the flag rope without counterweight!**
- Take the winch handle out of the socket - this is your safety key!

**NB!** In winter, the winch halyard may freeze to the sleeve, which hinders the flag from being lowered. If the tension disappears when the winch handle is turned slowly and the flag is not lowered, then the winch handle must be turned back. The pole can be shaken slightly to release the halyard from the sleeve. If that doesn't help, one has to wait until the ice melts before the flag can be lowered.

## FLAGPOLE MAINTENANCE

- If necessary, the flagpole can be cleaned with a soft damp cloth and a mild detergent.
- When changing the flag (every 3 to 6 months), the accessories of the flagpole should be checked and the nuts tightened.

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