



## **Installation Instructions:**

# **INTERNAL HALYARD GROUND SET FLAGPOLE SYSTEM**

The internal halyard ground set winch system flagpole is ideal for those seeking security or just a sleek hidden halyard appearance. The stainless steel cable halyard runs up the inside of the flagpole from the winch, through the truck (pulley/cap assembly) and over a pulley to the outside of the flagpole where snaphooks, a counter weight and retainer ring are attached. (See details)



**INTERNAL HALYARD GROUND SET**

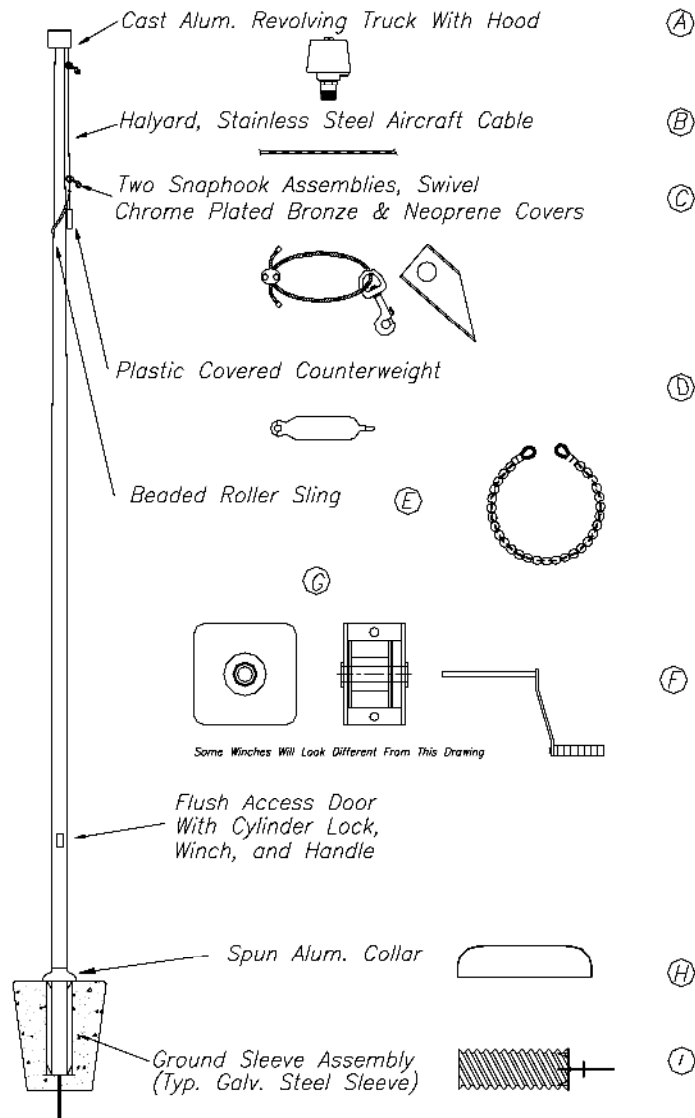
# FLAGPOLE SYSTEM

**FOR QUICK AND PROFESSIONAL INSTALLATION.  
READ ALL INSTRUCTIONS BEFORE PROCEEDING.**

Lay all flagpole components out.  
If missing a part from the attached parts diagram, please call (800) 368-7171 for the replacement parts.

**STEP 1** - Remove all wrapping materials and place unwrapped pole on cribbing or other wood support on ground (preferably in a covered dry area). If Pole is **Multi Section**, carefully lay sections out in proper order, grouping poles with like match marks. Sections **MUST BE STRAIGHT & LEVEL** while sliding together. Line up match mark numbers, imprinted at each section, for proper fit. Lightly sand away any burrs that may be present on the male section or in the upper section of the joint. A small amount of lubrication (silicone or dish washing liquid – by others) may be applied to the male portion of the joint for easier fitting. Start with the bottom sections and work toward the top. Begin sliding the two sections, rolling the pole by 180° with every 2 to 3 inches to facilitate an easier fit. (If EXTREME difficulty is found in fitting the first 6 inches together, pull back apart and cool the male section with ice for several minutes). A sledgehammer and block of wood (to protect the pole from direct impact) may be necessary on larger poles to complete the assembly of joints. American Flagpole suggests the use of an epoxy adhesive for aluminum with poles of 60' length.

Parts Diagram



**STEP 2** - Identify parts and place them along the pole according to the parts diagram.

**STEP 3** - Open truck (**part A**) by removing screws. Feed taped cable end of cable assembly (**part B**) up through bronze fitting in truck housing, up over the pulley inside the truck's hood, and back down through the threaded spindle of the truck assembly. Pull a few feet of cable through truck and re-assemble truck (VERIFY HOOD IS REPLACED SUCH THAT INSIDE PULLEY IS DIRECTLY OVER CABLE ENTRANCE). Feed cable down through the pole (may require fish tape) until you can pull it out through winch door near base of pole. Coil cable and secure to outside of pole with tape for now.

**STEP 4** - With cable fed down through pole, slide sling over top of pole and carefully screw the threaded stem of the revolving truck (**part B**) to the top end of the flagpole, being careful not to pinch or jam cable in threaded area (use of thread-ease type product is recommended on this connection in order to tighten completely). Tighten truck with pipe wrench until tight. Once truck is fastened it should revolve freely.

**STEP 5** - Before standing flagpole, slide the flash collar (**part H**) up from bottom and secure at the location of the access door with tape on the underside of flash collar to prevent slipping. Coil up excess cable if necessary and either stuff inside pole or tape to pole just outside winch hole while erecting pole. The winch and lock may be installed now or after erection.

**STEP 6** – Determine the style of winch you received. The “small” winch will have a handle that passes into the winch to allow cranking. The “large” winch will have a handle that connects to a machined bolt on the side of the winch for cranking. If you have the “large” winch, instructions are included in the plastic bag with the bolts and nuts for cable attachment. If you have the “small” winch (lubrication not required), the cable attachment should be completed as follows: 1) Loosen the screw on the drum of the winch, 2) Sit the stop sleeve into the hole below the screw with cable lying into the grooves on either side, 3) Tighten screw onto stop sleeve securely. Fasten winch onto plate with pre-drilled holes inside access door and fasten with screws provided. Once installed, handle should extend into side of pole and proceed through or fit over winch. Using the directions shown on the handle of the winch, you will want to pull the excess cable onto the winch, keeping tension in cable at all times. The winch allows the flag to fly in any position on the pole and can be lowered by cranking the handle in the opposite direction. Snaphook assemblies can be loosened to adjust for size of flag to be flown.

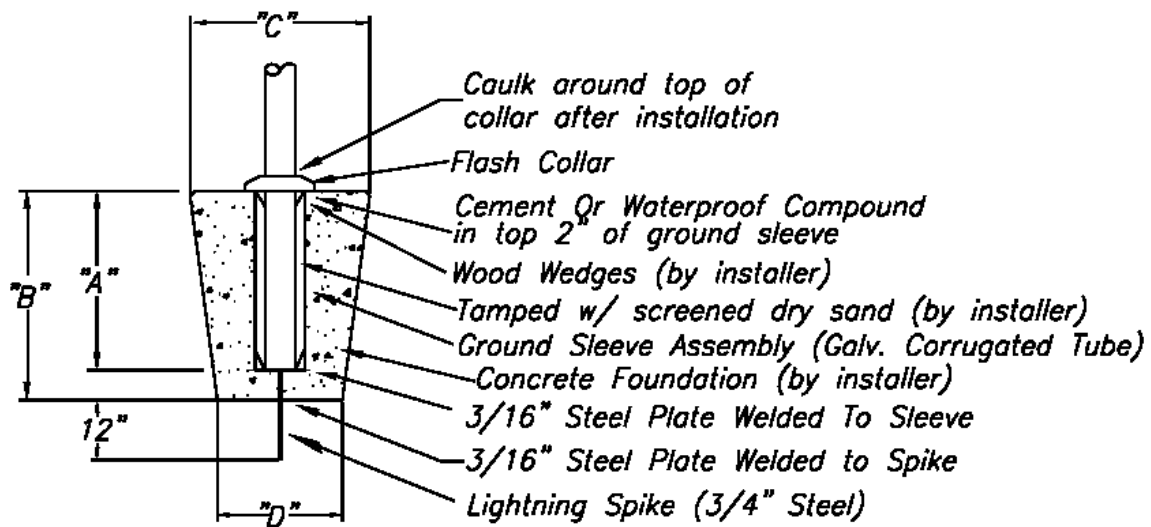
**STEP 7** - Stand flagpole into previously installed ground sleeve. (May require crane or backhoe for larger flagpoles. Always choke multiple section poles below lowest joint as a safety precaution). Caution: When installing, the pole should be assembled as close as possible to the final support point. Professionals experienced in such installations should perform rigging and lifting. During lift keep clear of area and reach of pole path. Do not pass pole overhead. When installing multi-piece flagpoles, arrange the rigging for the lift in such a way that weight of the pole sections is supported from the bottom of the pole so that the flagpole joints are pushed together not pulled apart during the lift. Keep Clear of power lines.

**STEP 8** - After inserting flagpole into ground sleeve (corrugated tube), plumb flagpole with wooden wedges (supplied by others). Fill space between ground sleeve and flagpole with screened dry sand. Fill ground sleeve 6” to 8” at a time with sand and tamp around flagpole as you fill. Fill ground sleeve with sand to about 2” from top. Then cap off with waterproof cement.

**STEP 9** - After waterproof cement and silicone has dried slide flash collar (**part H**) down into position and caulk with matching color silicone around flagpole and flash collar to seal from moisture.

Exposed Height	"A"	"B"	"C"	"D"
20'-0"	2'-0"	2'-6"	30"	24"
25'-0"	2'-6"	3'-0"	36"	24"
30'-0"	3'-0"	3'-6"	36"	24"
35'-0"	3'-6"	4'-0"	36"	30"
40'-0"	4'-0"	4'-6"	45"	36"
45'-0"	4'-6"	5'-0"	45"	36"
50'-0"	5'-0"	5'-6"	50"	42"
55'-0"	5'-6"	6'-0"	50"	42"
60'-0"	6'-0"	6'-6"	60"	48"
65'-0"	6'-6"	7'-0"	60"	48"
70'-0"	7'-0"	7'-6"	60"	48"
75'-0"	7'-6"	8'-0"	60"	48"
80'-0"	8'-0"	8'-6"	72"	48"

*Suggested minimums are based on recommendations found in the Metal Flagpole Manual published by NAAMM (The National Association of Architectural Metal Manufacturers, printed version 1980). Foundation size depends on local soil conditions and building codes. Dimensions "C" and "D" are the recommended minimums for use in good, firm, dry soil only. When dealing with soil conditions that are other than optimum (ie wet, unstable, in a frost area, etc.) consult a foundation engineer for a design appropriate to the location and loads acting on the flagpole.*



**Installation Method For PVC GroundSleeves**

