



# Telescoping Flagpole Installation Instructions

\* Tools You Will Need: Shovel, Spade or Post Hole Digger, Tape measure, Level, Container to mix concrete.

\* Materials You Will Need: 180lbs (plus) of pre-mix concrete, water & 15-20lbs of Pea Gravel or Crushed Rock



**Step #1**

Read instructions completely. Select the location for your flagpole and be sure that there are no obstructions, utilities, or power lines beneath the surface or overhead.



**Step #2**

Dig a round "Fence Post Size" hole, 12" in diameter and 28" deep. A larger hole may be required for sandy soil. (In FL we suggest 14" to 16" diameter hole.)



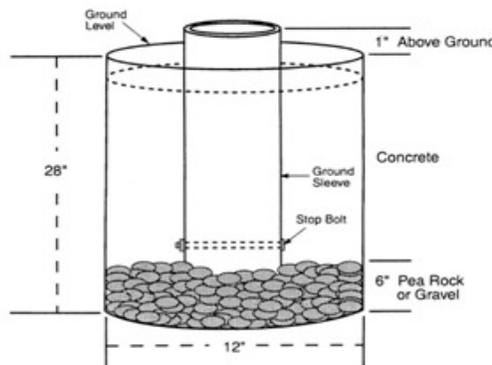
**Step #3**

Be sure that your hole is at least the size stated in the previous step. Now shovel in 4"-6" of gravel into the bottom of the hole. This will provide water drainage.



**Step #4**

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



**Hole Diagram**



**Step #5**

Push the sleeve "into" the gravel while making sure that the ground sleeve is at least 1" above ground level. If you fail to push the sleeve into the gravel, it will allow the concrete to seal the hole and prevent water drainage.



**Step #7**

Use your "red cap" to cover the ground sleeve. Begin to shovel the concrete into the hole around the ground sleeve being careful not to disturb the sleeve position.



**Step #8**

Remove the red cap to check the sleeve for plumb with a level in several locations. Install the red cap into the sleeve to prevent foreign objects from entering sleeve.



**Step #9**

After 24 to 48 hours of drying time, take off the red cap, place your flagpole into the hole.

# How to Operate Your Telescoping Flagpole



## Step #1

Begin by attaching your flag to the stainless steel "spring loaded" flag snaps. Continue by raising the top section first.



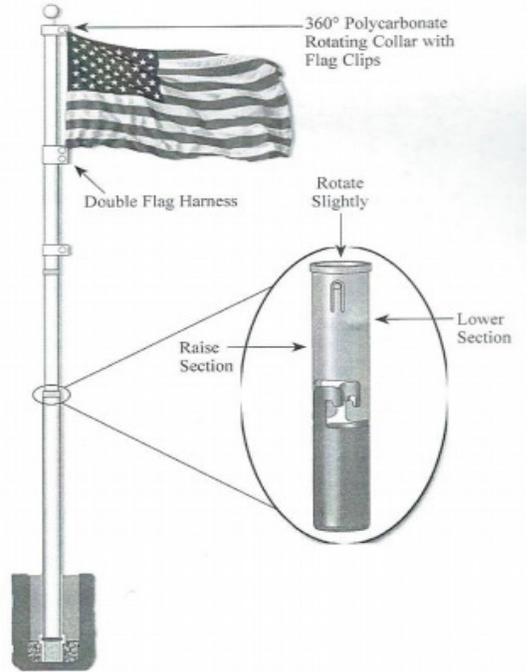
## Step #2

Extend it up until it stops. Lift the section while you rotate it to the right and then down. You should feel it engage itself into the interlocking sleeve. If you fail to fully engage the interlocking sleeves, it may cause damage to the sleeves or may cause the flagpole to collapse.



## Step #3

Repeat with remaining sections of your flagpole. Reverse this process to lower each section. Always lower each section slowly hand over hand to prevent "free-fall" of the flagpole sections.



# How To Maintain Your Telescoping Flagpole

Your Forever Flagpoles Telescoping Flagpole is virtually maintenance free! There are no lubricants needed at any time during the life of the flagpole. You can easily clean the exterior of your flagpole with liquid soap and water by using a car wash mit, or sponge. Rinse well, and wipe dry.

# 3 Different Ways to Use Your Flag (s)



1 Flag



2 Flags



Fly your flag at Half-Staff using the 2 lower flag snaps