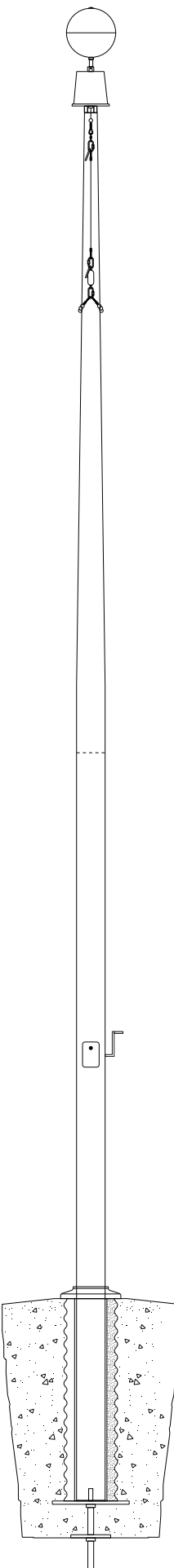


# Installation Instructions - Winch Internal

**If flagpole is not going to be installed immediately, pole must be stored inside or all wrappings must be removed. Wrappings will stain flagpole if they get wet!**

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1. Install Foundation tube per Architect's details or Acme/Lingo standard FT drawing.
  2. Remove pole from shipping tube and remove all wrappings. If pole is multi-section, only unwrap the field joint sections. This will protect flagpole while sections are assembled.
  3. If pole is multi-section, each section will be marked with a match mark number (eg. 538). All numbers will be the same for each shaft. If you have more than one pole in the shipment, be sure that all numbers are the same for each pole. DO NOT mix sections as they will not assemble correctly.
  4. Find a level area where the flagpole can be assembled and carefully lay lower section on two pieces of 4x4 lumber and place the bottom against an immovable object. Bring next section in line with bottom section and rotate the pieces until both match mark numbers are in alignment. Wipe out the inner lower portion of the upper section and the outside of the jam sleeve on the bottom section. Be sure to remove all debris and then lightly coat jam sleeve with liquid soap. Do not use any other lubricants as they will seep out of field joint and stain pole.
  5. Slide the upper section over jam sleeve and close up as far as possible without forcing. Field joint should close to within 2" or so before stopping. If pole is three or more sections, repeat for the other sections. Once pole is assembled, place a 4x4 on the top of the pole and drive the sections together completely with a sledge hammer. Do not use such force that you damage pole top.
  6. Once pole is assembled, remove locking door and feed cable down through pole using fish tape. Attach cable to winch by loosening screw in winch drum, slide cable under washer and tighten screw. Make sure that the stop crimp on the cable is past the screw so cable can't slide out when winding.
  7. Thread truck assembly into pole top and tighten with pipe wrench to refusal. This is a tapered thread so some threads will still be showing once tight. Remove bucket portion of truck and make sure cable is still over internal pulley. Re-install bucket. Lower counterweight and retainer ring down along side pole and open SS connector securing retainer ring. Remove one end from connector, wrap ring around pole and insert back into connector. Tighten connector.
  8. Insert handle into winch through hole in side of pole and slowly crank winch in order to wind cable onto winch drum. KEEP TENSION ON CABLE THE ENTIRE TIME. Stop when 1" nylon ball has reached truck assembly.
  8. If applicable, thread ball or eagle into top of truck, tighten jam nut and locking set screw.
  9. Slide flash collar up over butt of pole and fasten to pole under cleat with small piece of rope. This will allow plumbing of the flagpole without interference.
  10. Pole should be erected by qualified installer with use of boom truck or other suitable lifting device.
  11. Once pole is erected, plumb pole using four hardwood wedges (by others) at top of tube. Once plumb, fill space between pole and tube with dry sand, tamping as you fill to within 1" of top. Cut wedges flush with top of tube and then cap with waterproof compound. (by others). Lower collar and caulk to pole.
  12. Turn winch handle to lower counterweight. Attach flag and turn winch handle in opposite direction until 1" nylon ball reaches truck assembly. Remove handle and install access door using cylinder lock and key to secure.

*NOTE: Always keep tension on cable when raising or lowering the flag. If counterweight reaches ground and cable becomes slack, a costly backlash can occur when winch handle is turned to raise flag.*

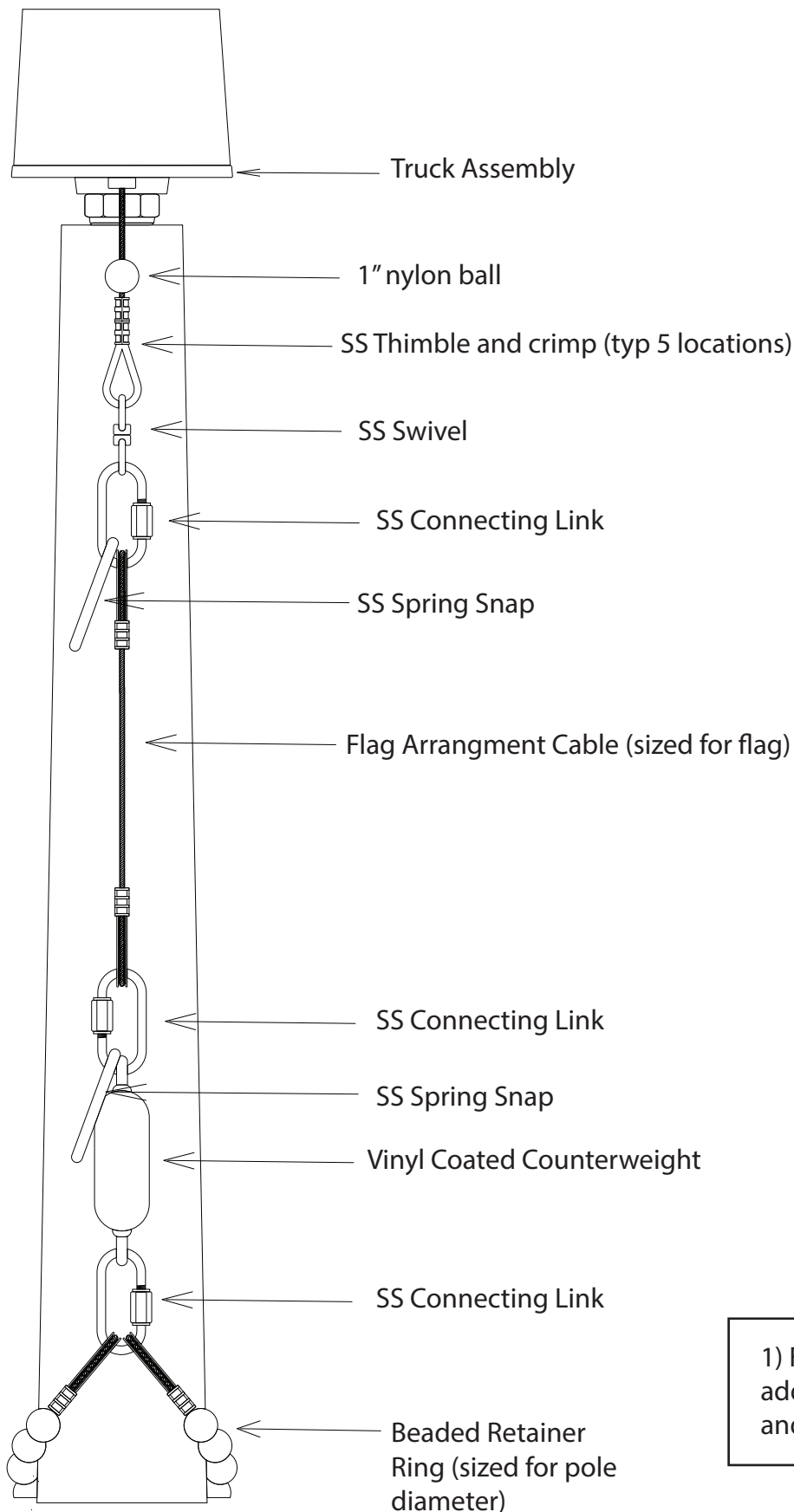
## CAUTION

**DO NOT INSTALL FLAGPOLE NEAR OVERHEAD POWER LINES!  
ALWAYS CALL IN A UTILITY MARKOUT BEFORE DIGGING.**

1865 ROUTE 206, SOUTHAMPTON, NJ 08088 800-260-1897



# Winch Internal Detail



1) For flags of 15'x25' and larger add shock spring between swivel and upper SS connecting link