



1975 John Brady Drive • Muncy, PA 17756

Phone: 570-546-3699

Website: <https://tele-pole.com>

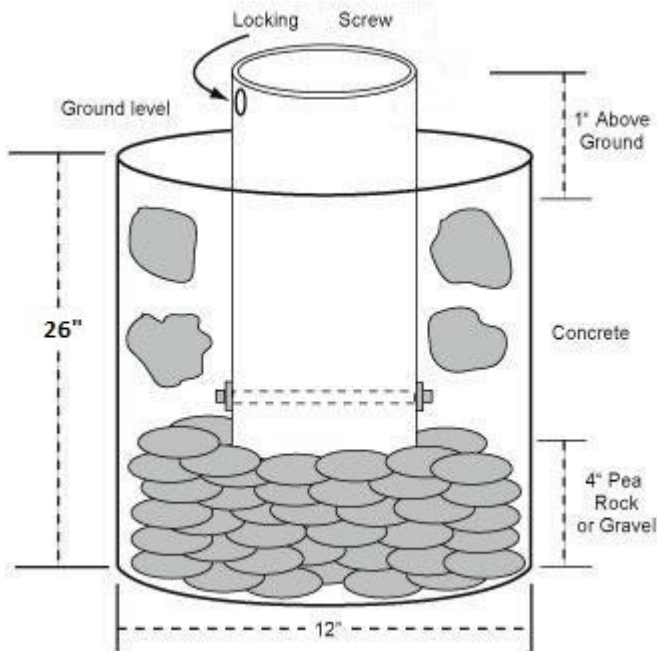
Questions or comments email: sales@tele-pole.com

Warning: Install the flagpole AWAY from any electrical wires, at least the length of the pole plus five feet!!
Improper installation will void your warranty!

Materials and Tools Required For Installation

Not Supplied:

- 1-2, 40lb Bags of Cement (Standard or Quick Drying) – ***Add an extra bag of cement for 30' Flagpoles**
- Tape Measure or Yardstick
- Level
- 20lbs of Pea Rock or Gravel
- Container for Mixing Cement
- 1 Assistant(Optional)



Note: An alternative way to secure the ground sleeve in sandy soil is to cement the sleeve in a five-gallon bucket and bury the bucket into a larger hole in the ground as above.

*****You can also put a small pad-lock (not provided) through the hole of the button of the lowest section to deter theft.**

Telescoping Flagpole Installation Instructions

1: Read the instructions carefully prior to installation and verify that you have the materials and tools listed.

2: Select a good location for placing your flagpole, check and make sure there are no power, water or gas lines above or below ground.

3: For 16'-25' flagpoles dig a hole 12" in diameter and 28" deep depending on the size of the flagpole, using the size of a typical post hole digger, in firm or heavy soil. A large hole maybe necessary in loose or sandy soil. For 30' flagpoles dig a 34" hole.

4: Place the pea rock or gravel in the bottom of the hole and level to a depth of approximately 4". The pea rock or gravel will help with drainage.

5: Install the long stop bolt in the ground sleeve and the nut on the other side of the bolt. Tighten nut so that the bolt is not clamping down too tight on the ground sleeve.

6: Place ground sleeve in the center of the hole and lay the level on the ground across the hole next to the ground sleeve. You should have 1" of the ground sleeve above ground level. If not remove ground sleeve and add or remove pea rock or gravel as needed to obtain the 1" measurement above the ground level. (We have heard of folks that they have the top of the ground sleeve on ground level, so they can remove the pole and go over it with their lawn mower).

7. (Optional) Wedge 4-5 medium size rocks between the ground sleeve and the side of the walls. This will further secure the ground sleeve after the cement in the hole has dried.

8. Pour concrete into mixing container and then mix as directed.

9: Have your assistant hold the flagpole in the center of the hole and use the level to check the flagpole's alignment. Now pour the concrete into the hole and make sure that it will slide through the rocks and all the way to the bottom of the hole. Top of the cement will be approximately 2" below ground level. Check two locations on the pole 90 degrees apart with the level to insure the pole is level straight up and down. Allow concrete to set before removing pole from the ground sleeve. Cover the top (Hole) of the ground sleeve so no cement will enter into the hole.

10: Let concrete harden according to the manufacturer's requirements. We recommend placing a warning flag or some object by the ground sleeve. This will protect the ground sleeve from being disturbed as well as eliminate the chances of personal injury while the cement hardens.

11. Allow at least 24 hours for the cement to harden before you can raise the flagpole at its highest position.

***When the pole is in the ground sleeve and fully extended, use a hex-key to lock the set screw (included) at the top of the ground sleeve to help prevent any lateral motion and potential theft.**

Inserting the Pole into the Ground Sleeve

Please do the following after you have cemented your ground sleeve, and are ready to insert your flagpole into it.

1. Insert the pole into the sleeve and line the top ground sleeve hole with the hole for the set screw on the flagpole.
2. When you slide your flagpole down, the two notches at the bottom of your flagpole will lock into the bolt that was installed during installation. (These notches will eliminate any and all lateral motion of the flagpole.)
3. After the flagpole has been extended - screw the set screw into the ground sleeve that came in your hardware package. This set screw will further help to minimize any unwanted movement. **The set screw will not be flush with the flagpole - be sure not to screw it in too much or it will fall inside the tube!**
4. Please use 1-2 drops of lock tight or silicone so that it will prevent the set screw from vibrating loose.

Flag Stopper Ring

The flag stopper ring will prevent the flag from floating and sliding upwards thus landing on top of the flagpole.

It will prevent your flags from getting caught and tear at the event you fly an ornamental Eagle on the top of the flagpole.

It will also help the flag to remain taut.

Note. Only one stopper ring is provided for this purpose).

*** Extend the flag to the maximum length and secure the flag stopper ring (with screw) about a ½-1" above the double ring.**

Flagpole Operation (Extending the Pole)

Now that you have successfully installed your flagpole and attached your flag(s) with the stainless-steel clips, here is how easy it is to operate it.

We have included a "Push Button Tool" (PBT), that will help you push the buttons inwards with minimum effort plus eliminate any accidental "pinching" of your fingers. Simply straddle the buttons with the two ends of the tool and squeeze inwards.

1. Begin by raising the smallest section of the flagpole. Continue to extend the flagpole upwards until you see the "Black Dot" marking on the aluminum tube.

The "Black Dot" marking is on same line as the very top screw that secures the top ring.

It is also a warning line prior to locking the two sections. Please see Image 1 to the left.

2. Line the "Black Dot" marking with the button hole and slowly lift the individual aluminum section until you see the "Black Dots" mark that will alarm

you that the button(s) will pop out any second now, thus locking the section into place. **Be sure that two buttons pop out straight across from each other in all the sections.**

***Classic and Superior 1 flagpoles will only have 1 button at the top most section.**

3. Repeat the same step by raising each individual section accordingly and until your flagpole is fully raised and locked in place. You may or may not want to raise all sections and according to your needs.

Flagpole Operation (Collapsing the Pole)

1. To lower your flagpole down, please use the enclosed Push Button Tool (PBT) provided. Please see Image 2 below.

2. You must use **two hands** when lowering your flagpole. **When releasing the buttons with the PBT, be sure to use the second hand to guide the upper section downwards.** This will prevent it from slamming down and causing damage to the inside of the pole!

3. Using the PBT, release the buttons and raise the upper section lightly allowing the pole to slide down and rest in the section below. Repeat the same procedure for each section until your pole is completely retracted.

Image 1

Image 2



TELEPOLE Mfg., Inc.

1975 John Brady Dr.

Muncy, PA 17756

E-mail: sales@tele-pole.com

Phone: 570-546-3699

We are proud to have incorporated superior design and materials to make the best telescoping flagpole in the American market!

We have combined both the convenience of telescoping flagpoles with the strength of more expensive one-piece flagpoles. This has been accomplished by use of strong stainless steel buttons plus precision internal polyurethane spacers for a tighter fit than other flagpoles. Consequently, you may feel a slight resistance in raising or lowering individual sections. Do not be alarmed. We have designed it that way to make the flagpole stronger and maintenance free for years to come.

Please email us a picture of your telescoping flagpole at sales@tele-pole.com, or take a minute to write a nice review about your flagpole on our website <http://tele-pole.com>.

TELEPOLE- Telescoping Flagpole 15 YEARS WARRANTY

“TELEPOLE Manufacturing”, 1975 John Brady Drive Muncy, PA 17756, extends a 15 year warranty on all the flagpole aluminum parts and/or sections. You **MUST** register your product online within 45 days, or this warranty will be void after 1 year from purchase date! You may register your product directly at: <https://tele-pole.com/product-registration>

This warranty does not include theft and/or accidental or intentional damage due to striking or mishandling. Proof of damaged parts may be required in the form of a photo or physical presentation. The warranty does not apply to the flags, stainless steel clips, the ball on the top of the Flagpole, and/or discoloration, scratches, or peeling on the surface of the flagpole.

The warranty applies only to the operation of the flagpole, not the physical appearance of the pole. Warranty applies if and when the customer fly one or two flags on the flagpole.

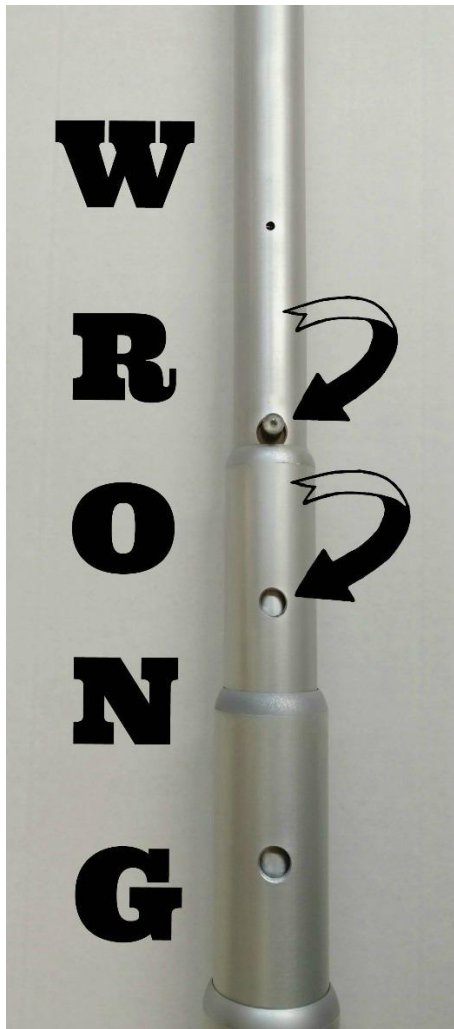
The warranty includes any damage that may render the flagpole inoperative, possible defective parts and/or weather conditions. In the event that a new replacement tube is needed, the tube is covered under warranty for 15 years, but the customer is responsible for the shipping charge.

If the customer is unable to fix the flagpole, we will fix the flagpole **FREE OF CHARGE**; however, the customer will be responsible for the shipping and handling charges to and from Telepole Manufacturing. **No new flagpoles will be sent to replace purchased ones.** In the case that any parts are needed to make the flagpole operable, all parts will be free within the first year of purchase. All thermoplastic swivel rings, inside/outside bushings, and buttons will be \$5.00/each plus shipping and handling after the first year of purchase.

***Register your flagpole directly ONLINE at:**

<https://tele-pole.com/product-registration>

Register within 45 days to ensure activation of your 15 year warranty!



Stop! This section has been extended too far.

The button has popped out above the bushing instead of locking into the hole. Do NOT extend any further!

Solution: Line the black mark up with the hole, push the button in and slide the section down until the button locks into the hole.



STOP!!! This section has been extended way too far.

The flagpole is no longer stable!

The button has popped out and has been extended way above the hole. You have reached the end of the overlapping zone of the flagpole sections!!

Solution: Slide the section down until the button rests on the bushing. Line the black mark up with the hole, push the button in and slide the section down until the button locks into the hole.



This is the correct way to operate the flagpole!

Extend each section until you see the black mark, line the mark up with the hole. Do not extend the section more than a couple inches after the third black mark. At that point the button should be lined up with the hole and should pop out and lock into place.