

# **M**ORGAN-FRANCIS FLAGPOLES & ACCESSORIES

*A Division of Original Tractor Cab, Co.*



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## *CI Series*

# Operating Instructions

(Commercial Internal Halyard Flagpoles)  
revised 3/1/06

Please read all instructions before flying a flag on your flagpole. If you have any questions, please call.

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*Original Tractor Cab, Co. – Producing cabs, sunshades, and accessories  
for your mowers, tractors, snow blowers and utility vehicles since 1939.  
In any kind of weather, we have you covered!*

## CAUTIONS:

Your flagpole is designed to resist forces placed on it by winds while flying a flag or multiple flags of a particular size, material and construction. Be sure you understand and do not exceed the wind load and flag size limits placed on your flagpole.

Never fly a flag in adverse weather when excessive wind or ice accumulation are possible, such as tropical storms, tornados, hurricanes, blizzards, etc.

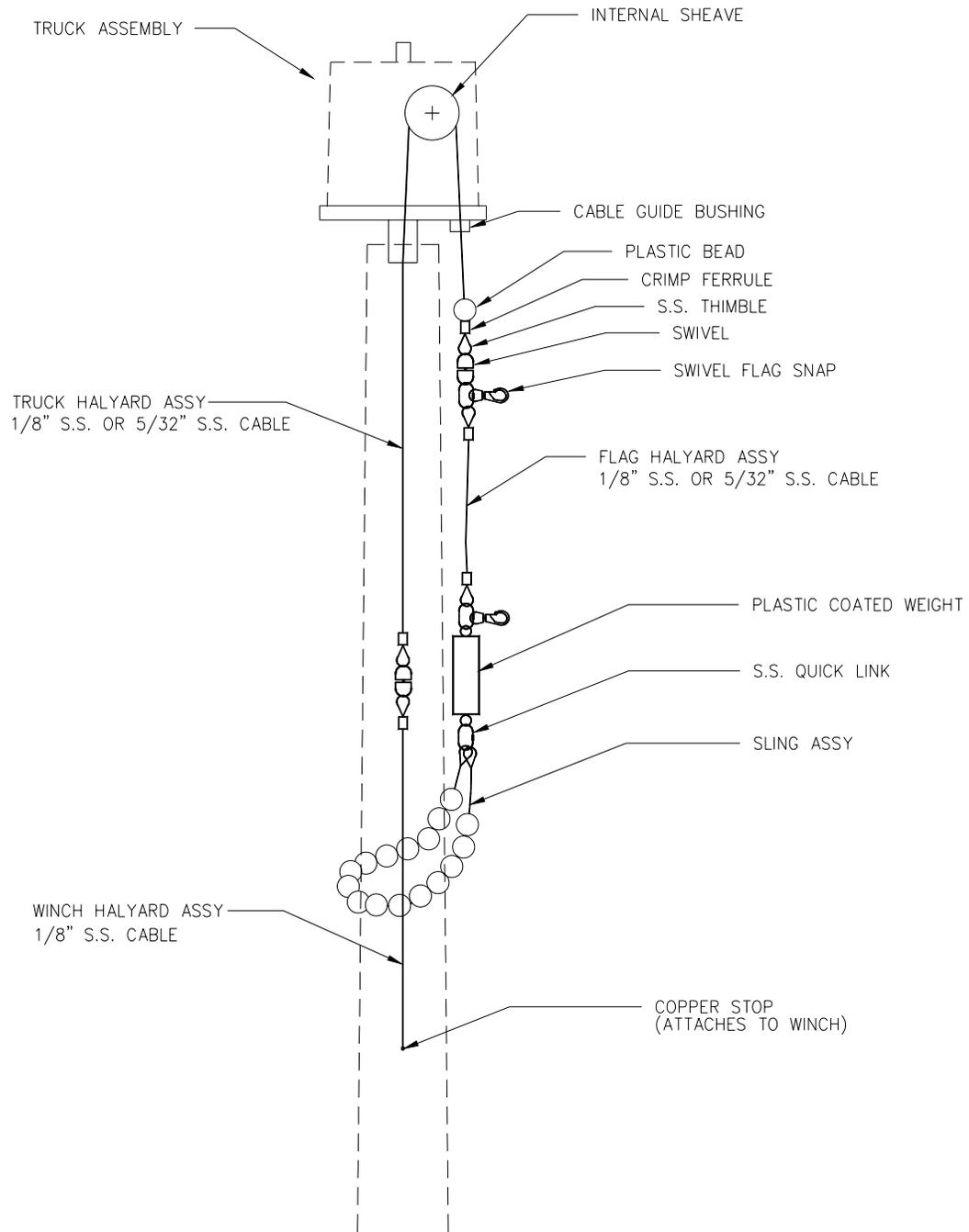
Never fly a flag on a flagpole that has sustained structural damage, such as damage from lightning strikes or vehicle collisions.

Inspect your flagpole and components for wear and damage before raising your flag. If flag is left flying continuously for days, schedule periodic inspections of your flagpole and components for wear or damage. Replace any cable that is frayed or components that show excessive wear.

Never allow your flag to slip or remain in a lowered position. The cable will cut into the aluminum flagpole components resulting in abnormal wear or damage causing costly repairs, property damage and/or personal injury or death.

Failure to follow these instructions may result in the termination of your warranty.

## TRUCK ASSEMBLY WITH HALYARD DIAGRAM



Please study this diagram to familiarize yourself with the terminology and parts of your flagpole.

## **FIRST TIME USE**

If this is the first time your flagpole has been used you will want to make sure all slack is removed from cable as it spools onto the winch assembly.

1. Remove door assembly. This is only required for first time use or when troubleshooting or doing maintenance.
2. Verify that the cable, which is wound onto the winch spool, is tight. If not, unwind and rewind tightly using method described below.

## **NORMAL FLAG RAISING**

3. Insert the winch handle into the winch from the hole at the side of the pole.
4. Take time now to inspect your flag snaps, connectors, sling and weight assembly, and cables for wear and frays. Replace worn or frayed components immediately.
5. Attach the upper flag snap to the upper grommet or roped header of the flag being flown. (Never run any part of the flag cable through the end of the snap that attaches to the flag.)
6. Turning the winch handle, lift the flag to the next grommet while keeping pressure on the cable assembly so that it winds tightly onto the winch.
7. Attach the remaining flag snaps to the grommets or roped headers of the flag while taking care to keep tension on the cable as you wind it onto the winch.
8. Hold onto the flag for as long as possible to maintain tension on the cable while raising the flag.
9. Raise the flag using slow consistent turns until the plastic or nylon bead located above the top flag stops at the truck assembly.
10. Relieve excess pressure just a little so that the truck can rotate, but make sure that the plastic or nylon bead is still within the cable guide bushing of the truck assembly.
11. Remove the winch handle and store it in an accessible place out of the weather.
12. Secure door if it has been removed.

## **FLAG LOWERING**

1. Insert the winch handle into the winch from the hole at the side of the pole.
2. Using slow consistent turns, lower the flag so that the lower flag snap is within reach.
3. Remove the flag snap from the flag while preventing the flag from hitting the ground, especially in regards to the American Flag.
4. Lower the flag further until the remaining flag snap or snaps are within reach and remove the flag or flags from your flagpole.

5. Do not lower your flag halyards any further than necessary, otherwise slack may be introduced in your halyard system causing complications and requiring replacement.
6. Raise the halyard high enough on the pole to prevent theft, vandalism, or personal and property injury while flag is not flying.
7. Remove the winch handle and store it in an accessible place out of the weather.

### **FLYING YOUR FLAG AT HALF STAFF**

1. Insert the winch handle into the winch from the hole at the side of the pole.
2. Attach the upper flag snap to the upper grommet or roped header of the flag being flown.
3. Turning the winch handle, lift the flag to the next grommet while keeping pressure on the cable assembly so that it winds tightly onto the winch.
4. Attach the remaining flag snaps to the grommets or roped headers of the flag while taking care to keep tension on the cable as you wind it onto the winch.
5. Keep pressure on flag for as long as possible while raising the flag.
6. Raise the flag, using slow consistent turns until the plastic or nylon bead, located above upper flag stops at the truck assembly.
7. Lower the flag, using slow consistent turns, until the top of the flag is positioned at a point of at least one full flag height from the top of flagpole to just above center height of flagpole.
8. Remove the winch handle and store it in an accessible place out of the weather.

### **FLAG LOWERING FROM HALF STAFF**

1. Insert the winch handle into the winch from the hole at the side of the pole.
2. Using slow consistent turns, raise the flag to the top of the flagpole and then lower the flag so that the lower snap is within reach.
3. Remove the flag snap from the flag while preventing the flag from hitting the ground, especially in regards to the American Flag.
4. Lower the flag further until the remaining snap or snaps are within reach and remove the flag or flags from your flagpole.
5. Do not lower your flag halyards any further than necessary, otherwise slack may be introduced in your halyard system causing complications and requiring replacement.
6. Raise the halyard high enough on the pole to prevent theft, vandalism, or personal and property injury while flag is not flying.
7. Remove the winch handle and store it in an accessible place out of the weather