

MORGAN-FRANCIS
FLAGPOLES & ACCESSORIES
A Division of Original Tractor Cab, Co.



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GI Series
Operating Instructions
(Guardian Internal Halyard Cam Cleat Operated Flagpoles)
revised 3/13/06

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

*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.

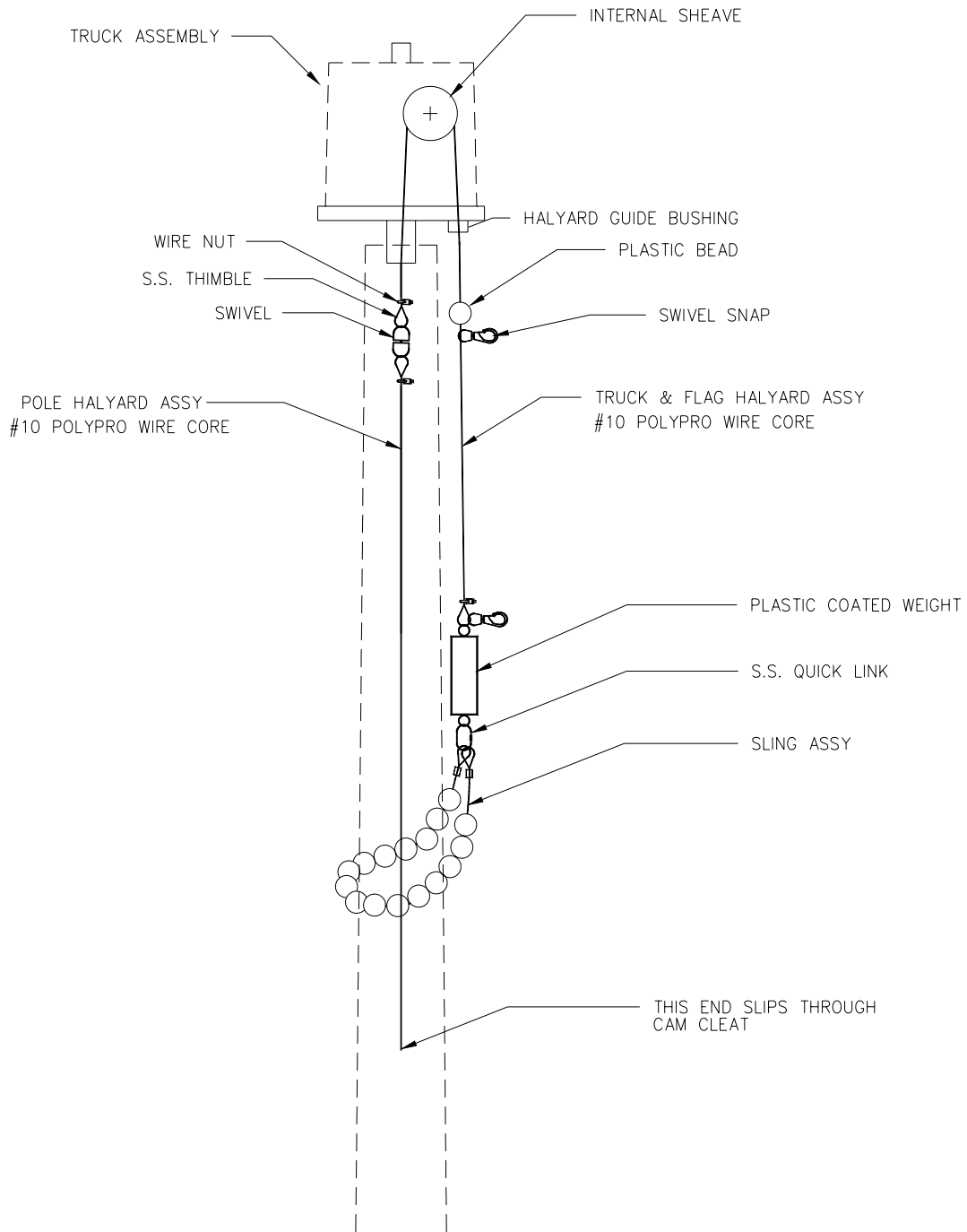
Inspect your flagpole and components for wear and damage before raising your flag. If flag is left flying continuously for days, schedule periodic inspections of your flagpole and components for wear or damage. Replace any rope that is frayed or components that show excessive wear.

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

While raising your flags, keep a firm grip onto the halyard. **If you lose your grip the weight**, flag and components **will free fall** to the ground causing 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.

NORMAL FLAG RAISING

If this is the first time your flagpole has been used you will want to make sure the rope is run through the cam cleat correctly and knotted.

1. Remove door assembly.
2. Remove the loose halyard from the inside of the pole.
3. Verify that the halyard goes through the cam cleat and is tied in a knot that is able to prevent the rope from un-routing itself out of the cam cleat.
4. Take time now to inspect your flag snaps, connectors, sling, 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 halyard through the end of the snap that attaches to the flag.)
6. Insert your finger into the door opening and disengage the cam cleat by lifting on the golden color cam lever and pull your rope to the side out from under the cam action cleat.
7. Pulling on the rope halyard, lift the flag to the next grommet **while keeping a grip on the rope so that it does not get away from you**. The weight can cause flagpole damage, personal injury or death if allowed to drop free.
8. Insert your finger into the door opening and secure your rope under the cam action cleat.
9. Repeating the steps above, attach the remaining flag snaps to the grommets or roped headers of the flag while taking care to **prevent releasing the halyard** so that the weight and flag free falls.
10. Using a slow firm hand over hand method, raise the flag until the plastic or nylon bead located above the top flag stops at the truck assembly.
11. Insert your finger into the door opening and secure your rope under the cam action cleat.
12. Wind the end of the loose halyard into a 12" circle, squeeze it together and route it into the pole above the cam cleat or just below the cam cleat.
13. Secure the door.

FLAG LOWERING

1. Remove door assembly.
2. Remove the loose halyard from the inside of the pole.
3. While having a firm grip onto the halyard, insert your finger into the door opening and disengage the cam cleat by lifting on the golden color cam lever and pull your rope to the side out from under the cam action cleat.
4. Using a slow firm hand over hand method **and keeping a grip on the rope so that it does not get away from you**, lower the flag until the lower flag snap is within reach.

5. Insert your finger into the door opening and secure your rope under the cam action cleat so the flag does not free fall if you lose your grip.
6. Remove the lower flag snap from the flag while preventing the flag from hitting the ground, especially in regards to the American Flag.
7. Repeat the above steps to remove the remaining flag snaps from your flags.
8. Raise the halyard high enough on the pole to prevent theft, vandalism, or personal and property injury while flag is not flying.
9. Wind the end of the loose halyard into a 12" circle, squeeze it together and route it into the pole above the cam cleat or just below the cam cleat.
10. Secure the door.

FLYING YOUR FLAG AT HALF STAFF

1. Remove door assembly.
2. Remove the loose halyard from the inside of the pole.
3. Verify that the halyard goes through the cam cleat and is tied in a knot that is able to prevent the rope from un-routing itself out of the cam cleat.
4. Take time now to inspect your flag snaps, connectors, sling, 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 halyard through the end of the snap that attaches to the flag.)
6. Insert your finger into the door opening and disengage the cam cleat by lifting on the golden color cam lever and pull your rope to the side out from under the cam action cleat.
7. Pulling on the rope halyard, lift the flag to the next grommet **while keeping a grip on the rope, so that it does not get away from you**. The weight can cause flagpole damage, personal injury or death if allowed to drop free.
8. Insert your finger into the door opening and secure your rope under the cam action cleat.
9. Repeating the steps above, attach the remaining flag snaps to the grommets or roped headers of the flag while taking care to prevent releasing the halyard so that the weight and flag free falls.
10. Using a slow firm hand over hand method **and keeping a grip on the rope so that it does not get away from you**, raise the flag until the plastic or nylon bead located above the top flag stops at the truck assembly.
11. 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.
12. Insert your finger into the door opening and secure your rope under the cam action cleat.
13. Wind the end of the loose halyard into a 12" circle, squeeze it together and route it into the pole above the cam cleat or just below the cam cleat.
14. Secure the door.

FLAG LOWERING FROM HALF STAFF

1. Remove door assembly.
2. Remove the loose halyard from the inside of the pole.
3. While having a firm grip onto the halyard, insert your finger into the door opening and disengage the cam cleat by lifting on the golden color cam lever and pull your rope to the side out from under the cam action cleat.
4. Using a slow firm hand over hand method **and keeping a grip on the rope so that it does not get away from you**, raise the flag until the plastic or nylon bead located above the top flag stops at the truck assembly.
5. Using a slow firm hand over hand method **and keeping a grip on the rope so that it does not get away from you**, lower the flag until the lower flag snap is within reach.
6. Insert your finger into the door opening and secure your rope under the cam action cleat so the flag does not free fall if you lose your grip.
7. Remove the lower flag snap from the flag while preventing the flag from hitting the ground, especially in regards to the American Flag.
8. Repeat the above steps to remove the remaining flag snaps from your flags.
9. Raise the halyard high enough on the pole to prevent theft, vandalism, or personal and property injury while flag is not flying.
10. Wind the end of the loose halyard into a 12" circle, squeeze it together and route it into the pole above the cam cleat or just below the cam cleat.
11. Secure the door.