

# Top Insert Installation

When the Top Inserts are delivered in their secure packaging, it is very important that you follow the instructions below to successfully install your pole.

**CRITICAL INFORMATION PLEASE READ THIS BEFORE INSTALLING AND USING THE TOP INSERT.**

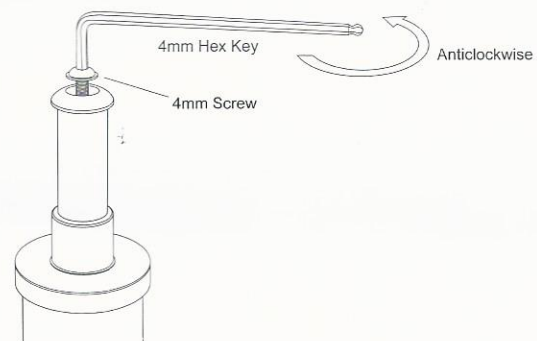
To get the best from your TOP INSERT— with SAFETY being the utmost priority – it is extremely important that you READ & FOLLOW the Instruction Manual from beginning to end and most importantly, understand it!

The Top Inserts for Ball Mounts and Vaulted Mounts are supplied with a retaining washer and screw (M6 x 20). The product also features a 4mm Hex Key. The purpose of the washer and the screw is to ensure that the top insert is secured into the ball or vaulted mounts.

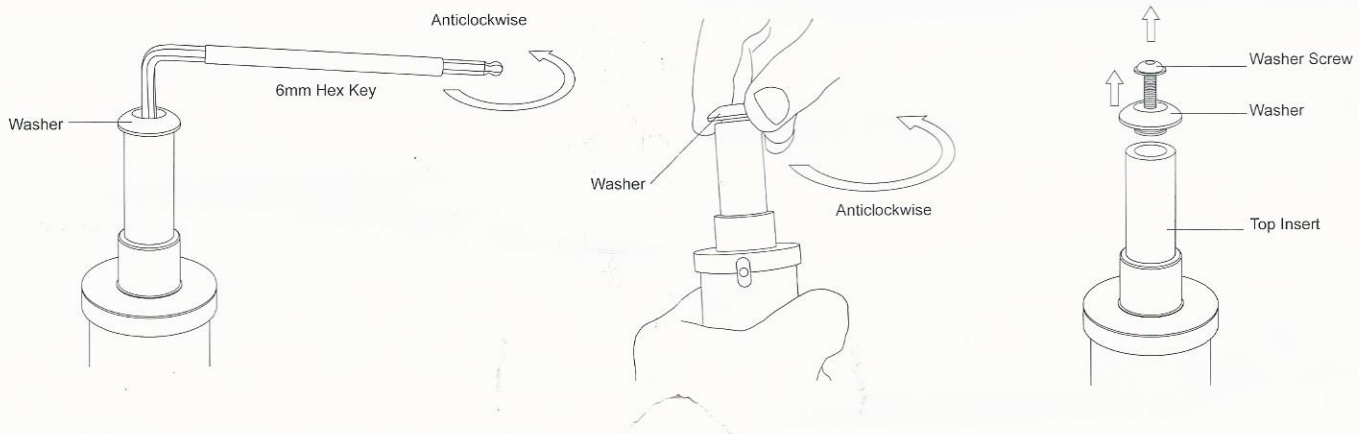
**ATTENTION: WHEN USING POLEAWAY IT IS ESSENTIAL TO SECURE THE TOP INSERT INTO THE VAULTED BALL MOUNT USING THE SCREW AND WASHER COMBINATION TO STOP THE POLE FROM BEING RELEASED FROM THE MOUNT WHEN THE POLE IS LIFTED AND STORED HORIZONTALLY ON THE CEILING. THIS INSTALLATION WOULD NOT BE REQUIRED IF THE POLES NEED TO BE REMOVED FORM THE MOUNT ON A REGULAR BASIS. IF THE RETAINING WASHER IS NOT USED - FOR SAFETY, THE BASES NEED TO BE PINNED TO THE FLOOR. IF IN DOUBT, PLEASE CONTACT YOUR POINT OF SALE.**

1. Using the 4mm Hex Key that is included in the kit, remove the top 4mm screw as illustrated right.

To remove the screw turn the Hex Key Anticlockwise.

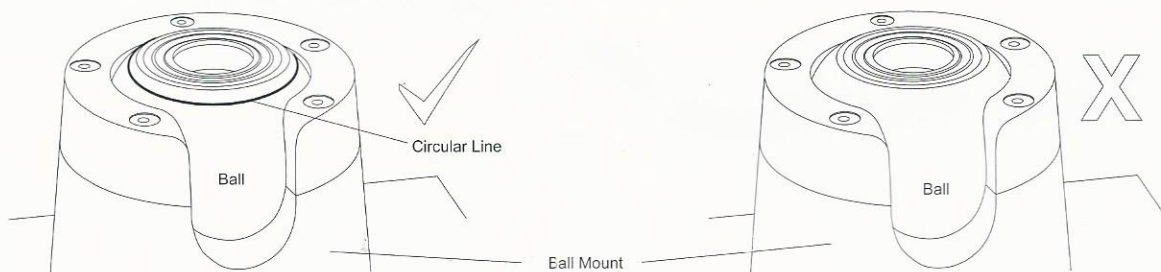


2. Once the screw has been completely removed, now remove the washer by turning anti-clockwise. To make this process easy, use a 6mm Hex Key (not supplied, however, if you have purchased a full X-POLE set, this is the tool used to tighten/loosen X-Joints). Insert the 6mm Hex Key into the top of the washer, as illustrated and turn anti-clockwise.



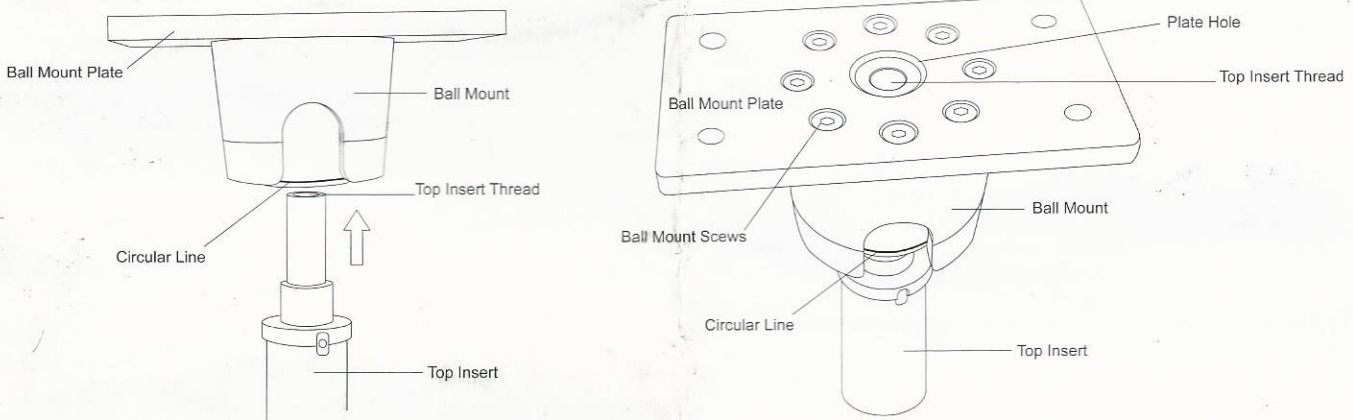
3. The Top Insert is now ready for installation.

**ATTENTION: NOW TAKE YOUR MOUNT AND CHECK THAT THE MOUNT IS POSITIONED CORRECTLY. YOU CAN DO SO BY CHECKING FOR A THIN CIRCULAR LINE AS ILLUSTRATED BELOW. IF A LINE IS NOT SEEN, THEN PLEASE ROTATE THE BALL TO THE OPPOSING END. YOU SHOULD NOW BE ABLE TO SEE THE CIRCULAR LINE. IT IS CRITICAL THAT THE MOUNT IS INSTALLED THE CORRECT WAY UP TO ENSURE OPTIMAL PERFORMANCE OF YOUR POLES.**

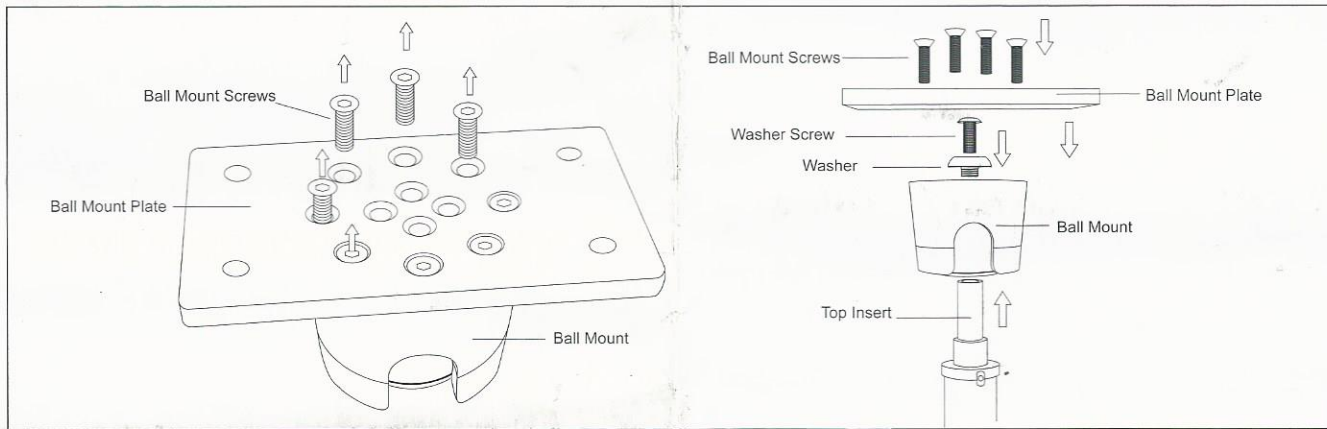


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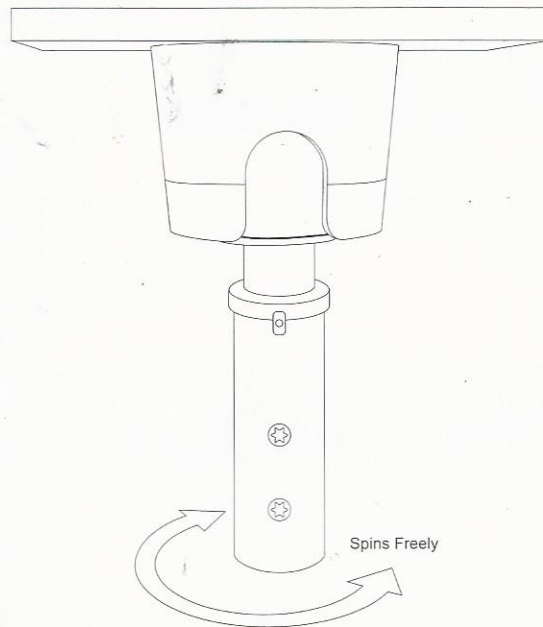
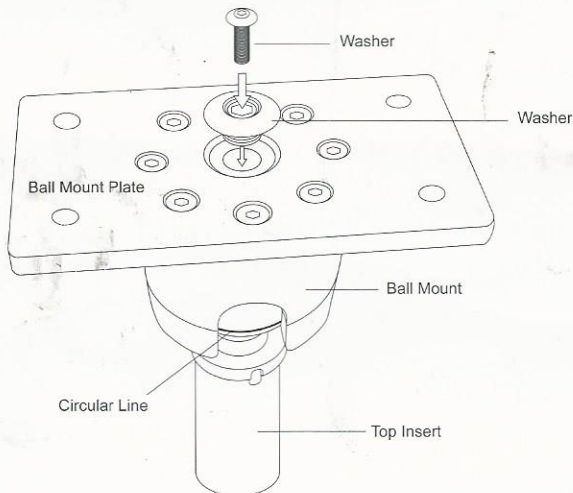
4. With the Ball Mount facing the floor and the plate facing up, as illustrated, you will see a hole in the middle, directly through the ball mount. While holding the ball mount, take your top insert and slide this through the bottom. When the Top Insert is fully engaged with the ball mount the thread of the top insert could be located through the hole.



**ATTENTION: SHOULD THE MOUNT PLATE NOT HAVE THE HOLE THROUGH THE MIDDLE, YOU WILL HAVE TO REMOVE THE 8 SCREWS AND INSTALL THE TOP INSERT TO THE MOUNT ALONE, PRIOR TO RE-ATTACHING IT WITH THE MOUNT PLATE.**



5. Once the thread has been located through the hole, replace the washer and fasten clockwise, as illustrated. To tighten fully, use the 6mm Hex Key. Once the washer is in place, fasten the screw on top of the washer and tighten using a 4mm Hex Key.



Once finished you should have something which looks like this: