

MARQUIS “Z” FRAME INSTALLATION

The **outside edges** of all Marquis panels should be **handled with extreme care!**

Dropping a panel on its’ edge can result in **severe and permanent damage.**

Before assembling frames, lay out sides by matching up corners. Corners will be labeled to match as follows: A1 to A1, A2 to A2, etc. The second frame on order would be marked B1 to B1, etc. On the **bottom** of every panel will be the following information. Reading from left to right, window # will be first, panel # will be next, and line # to follow. (Example: 1 1 03 should be interpreted to mean window #1 of panel #1 of line #3 from order.) If shutters are double hung, the top section will be stamped with a “**T**”, bottom will be stamped with a “**B**.”

1. Assemble frame on floor by matching numbers located at miters and slipping dowels into factory pre-drilled holes.
2. Slide frame into opening as far as beaded portion will allow - check to make sure that backside of beaded portion is making contact evenly at all 3 or 4 surfaces.
Installers should pre-drill for all fasteners when installing Marquis products!
3. As inserted part of frame has been downsized to fit in slightly out of square openings, frame will move slightly to make square for panels. From behind frame, slide approx. 1/8" of shims under frame to center frame in opening. Fasten frame to opening by using nails or screws through bottom of frame. Square frame in opening and secure by placing shims between shutter frame and window frame. Fasten to opening at this point through shims.
4. With hanging hinges attached to panels, place a 1/16" shim in lower corner of frame and sit panel on shim. Hold panel approx. perpendicular to wall with hinge mounting leaf extended to align flush with mounting surface inside frame. Mark location of top hinge hole on mounting surface. Set the panel aside, and remove the pin and mounting leaf of hinge. Secure the hinge leaf to the frame with only one screw at your mark. Now the shim can be removed and the panel can be inserted in the frame by fitting the hinge back together and inserting the pin. (with experience, this step may be simplified.)
5. With the panel hanging by the top hinge, guide the panel so that the bottom hinge is aligned to match the top - again secure this hinge with one screw and place it in the top hole. Close the panel and check to see that the clearances are equal at top and bottom of panel. If so, use same technique to hang panel to be hinged on other side of frame. If clearances are satisfactory, proceed to insert all remaining screws in all hinges.
6. If clearances are not acceptable and one side or another is too high or too low in frame, the following procedure should provide enough adjustment without having to remove and rehang panel.
7. In order to raise a panel in frame, insert a screw approx. half way at the very top of the bottom hole in both the top and bottom hinge. Having done this, remove the screws that were inserted in the top holes. Now tighten screws completely, “lifting” the panel by approx. 1/16". If the panel is too high in frame, it can be “dropped” by following the same process, except by starting the adjusting screws in the bottom holes of the top and bottom hinges.
9. If more than two panels are to be installed inside the frame, attach the additional panels to the interpanel hinges by aligning hinge knuckles and inserting pins. When all panels are connected and installed, check that interlocking rabbets meet properly.
10. Small trim pieces which will be sent with a preassembled frame order should now be installed in opening behind frame. These are used to disguise uneven shadow lines which are caused by frame adjustment in out of square windows. If space permits and irregularities are small, caulk may also be used for this purpose.
11. With panels closed, check top and bottom to find where panels DO NOT TOUCH light stop of frame. This is where magnets or other catches should be located. They may be attached to light stop of frame and should be set to make contact with rail not the stile.