

MARQUIS “L” 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 # will 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, 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.
Installers should pre-drill for all fasteners when installing Marquis products!
2. If “L” frame is to be inside mount, fasten frame to window frame through bottom piece. Using shims, square and secure frame inside window. If “L” frame is to be outside mount, center assembled frame around opening and fasten to wall or trim through light stop on top piece approximately 3" from corner. Square frame by adjusting bottom and secure to mounting surface.
3. If “L” frame is 3 sided, secure top over opening. Square one corner of frame with panel or carpenter’s framing square. Secure this side to wall or trim. Align second side so that the measurement between sides is the same at the bottom as at the top. Now secure the second side to mounting surface.
4. With frame secured in or around opening, and hanging hinges attached to hanging stiles of panels, panels can now be installed in frame. Place a 1/16" shim in corner of frame at bottom. Sit bottom of panel on shim and hold panel perpendicular to wall. Adjust panel into more upright position until leaf of hinge is in position to be attached to inside mounting surface of frame. Mark frame at top hinge hole. After setting panel aside, remove hinge pin. Attach hanging leaf of hinge to inside of frame according to mark with ONE SCREW ONLY. Remove shim from inside frame and hang panel by reinserting pin into hinge. (with experience, this step can be simplified)
5. Guiding the panel with one hand, (weight is suspended from top hanging hinge) align bottom hinge and secure with one screw in top hole.
6. Close panel and check for clearance top and bottom relative to frame. If they are approx. equal, then proceed to hang panels to be installed on other side of frame. Again, check clearances. If top and bottom clearances are equal on both sides, open panels and insert remaining screws. If one side is too high or too low to be satisfactory, the following technique should allow you to adjust without having to remove and rehang.

In order to raise a panel in opening, start a screw at the very top of the lowest hole in the top hinge. Insert screw about halfway and then loosen and remove top screw from both top and bottom hinge. Now go back to lower screw and finish inserting until screw head tightens into countersink and “lifts” panel by approx. 1/16". If this corrects the situation, now insert remaining screws. If panels need to be adjusted downward, the above procedure should vary by inserting second screw in bottom of lower hole in top hinge-- now follow same procedure as before, concentrating on “dropping” panel by 1/16".

7. If more than two panels are to be installed in frame, attach those panels to hanging panels by slipping pins into interpanel hinge.
8. Close all panels to make sure rabbets align properly where they join.
9. With panels closed, check top and bottom to find where panels DO NOT TOUCH light stops 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.