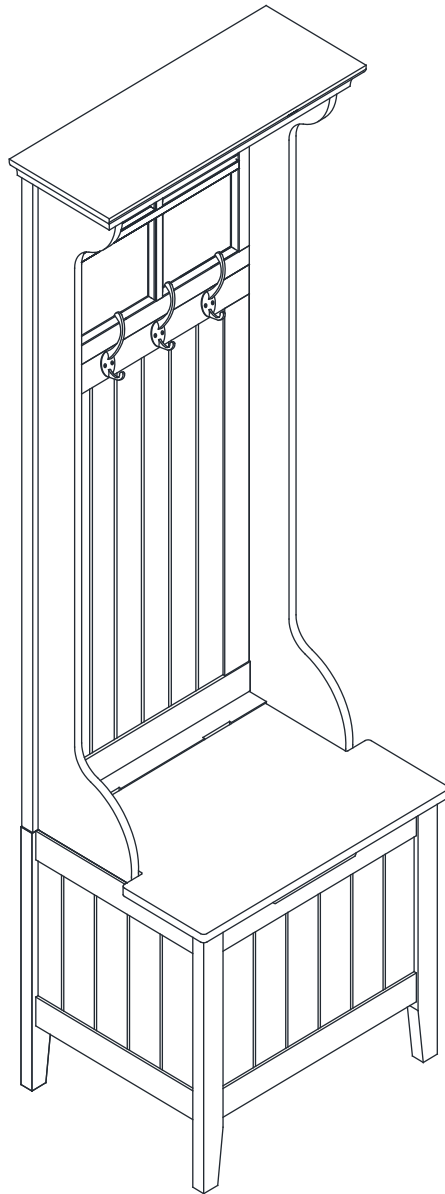


# hayneedle SM

Item Name: Richland Mini Hall Tree

SKU: DIME005-1, DIME006-1



For assistance with assembly, please contact  
Hayneedle Customer Care Center  
1-888-880-4884

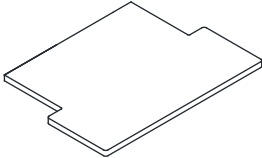
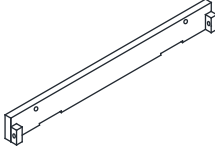
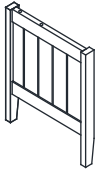
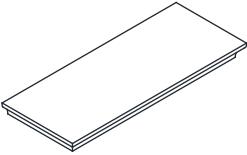
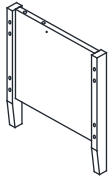
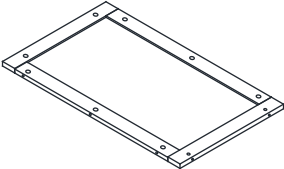
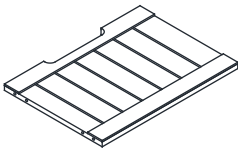
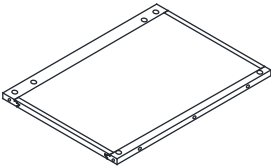
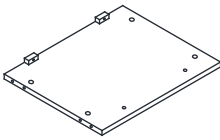
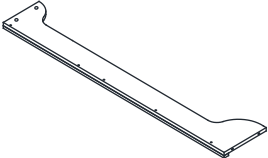
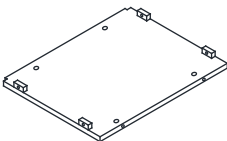
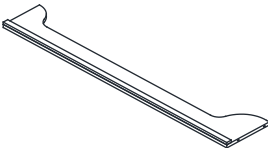
## PRE-ASSEMBLY PREPARATION:










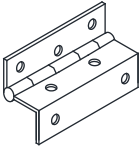



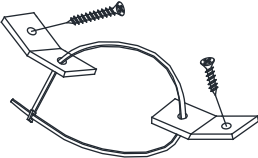
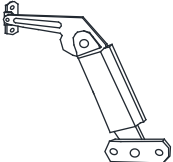


**WARNING:** Failure to follow these directions and warnings can result in serious injury and/or product damage.

- Please check that all parts and hardware are included before beginning assembly.
- Save all packing material until assembly is complete to avoid accidentally discarding smaller parts or hardware.
- Read through the preparation and assembly instructions in full before beginning assembly.
- Please use CAUTION AND CARE WHEN LIFTING the product. Assistance is required for assembly.
- The following additional tools are required for assembly: Phillips head screw driver;  
Optional Tools - Drill/Driver, 3/32" Drill Bit, 1/4" Drill Bit, Pencil
- Never stand on the hall tree or use it as a ladder.
- Make sure "No-Tip" hardware is properly secured before use.
- Periodically re-tighten all exposed hardware.
- If any parts become missing, damaged or worn, discontinue use until they are replaced with identical parts.

### PARTS LIST

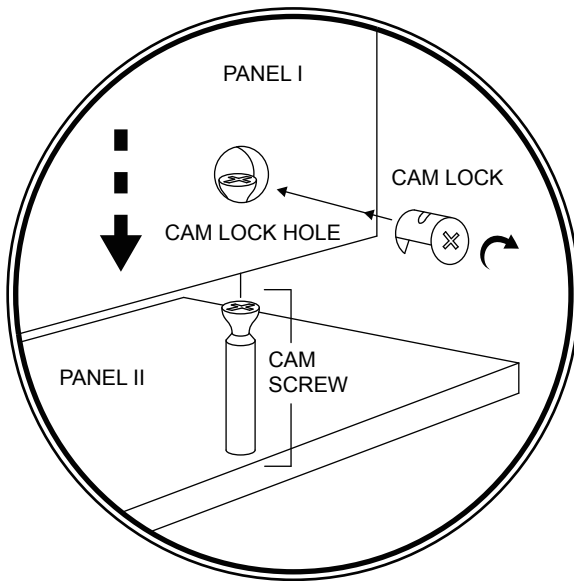
Part	Drawing	Part Name	Qty.	Part	Drawing	Part Name	Qty.
A		Seat Panel	1	G		Connection Slat	1
B		Left Side Frame	1	H		Top Panel	1
C		Right Side Frame	1	I		Upper Back Panel	1
D		Front Panel	1	J		Mirror Frame	1
E		Back Panel	1	K		Top Right Side Panel	1
F		Bottom Panel	1	L		Top Left Side Panel	1

PARTS LIST

Part	Drawing	Part Name	Qty.	Part	Drawing	Part Name	Qty.
M		Bolts with Washers	8	U		Round-Head Screw	4
N		Plug Nut	2	V		Bumpers	2
O		Cam Screw	34	W		Allen Wrench	1
P		Cam Lock	34	X		Hinge	2
Q		Wood Dowel	9	Y		Flat-Head Screw	24
R		Bolt (1/4" x 1-3/4")	2	Z		No-Tip Kit	1
S		Safety Spring	1	A1		Metal Connector	2
T		Hook	3				

## CAM LOCK INSTRUCTION

This product is assembled with a cam lock set



STEP 1: Insert Cam Lock into the cam lock hole of Panel I. Cam lock arrow should be pointing towards the cam screw insertion hole.

STEP 2: Insert the cam screw into Panel II.

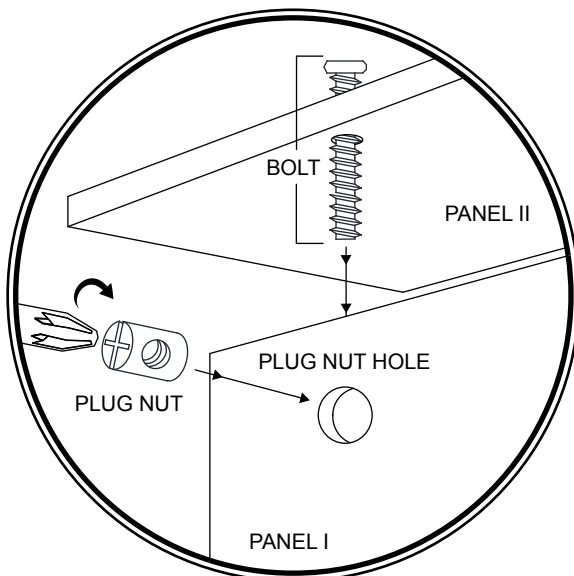
STEP 3: Connect Panel I and Panel II by inserting the cam screw through the hole to which the cam lock arrow is pointing.

STEP 4: Press Panel I and Panel II together.

STEP 5: Lock Panels together by turning cam lock clockwise using a screwdriver. The cam lock and cam screw should make a click sound, indicating they are locked together.

## PLUG NUT INSTRUCTION

This product is assembled with plug nuts



STEP 1: Insert Plug Nut into the plug nut hole of Panel I with the Phillips head facing outward.

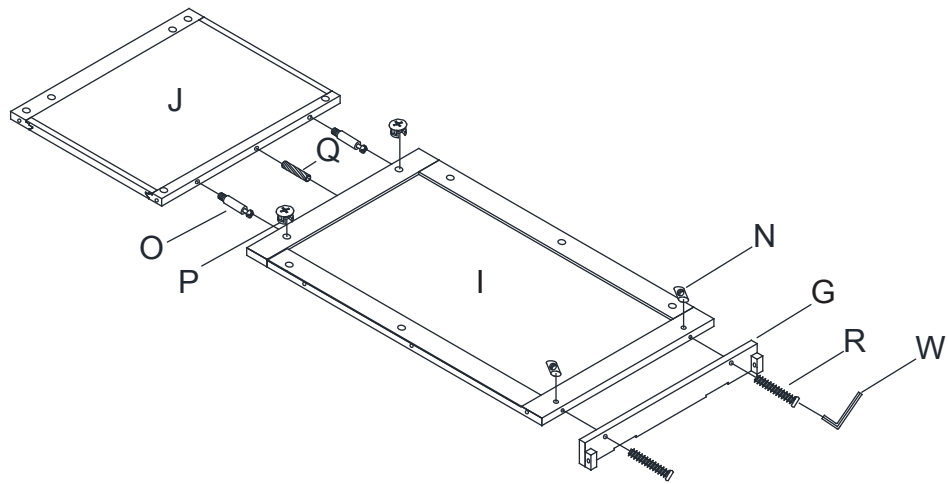
STEP 2: Align the threaded hole in the Plug Nut with the Bolt using a Phillips head screw driver.

STEP 3: Connect Panel I and Panel II by inserting the Bolt through the hole and into the threaded hole in the Plug Nut.

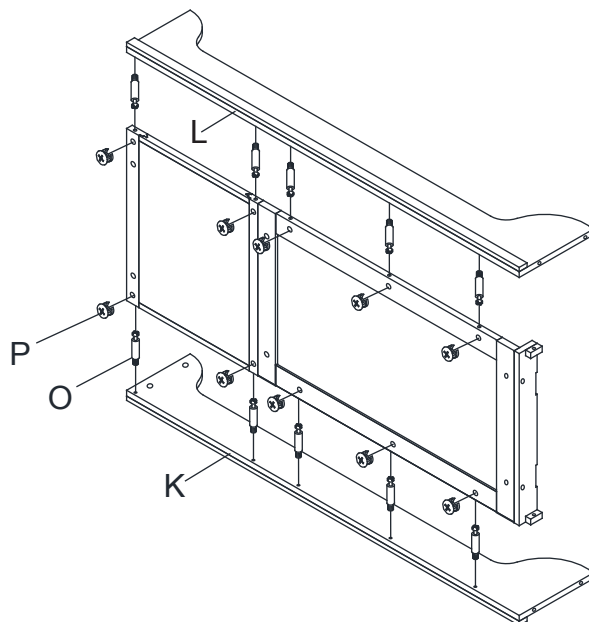
STEP 4: Secure Panels together by turning the Bolts clockwise using a Allen Wrench until the Bolt is fully tightened and the Panels are fully seated together.

## STEP-BY-STEP ASSEMBLY:

Step 1 - On a flat surface, place the Upper Back Panel (Part I) and the Mirror Frame (Part J) face down, like shown below. Insert one Wood Dowel (Part Q) into the Upper Back Panel as shown below. Using a Phillips head screw driver, insert two Cam Screws (Part O) clockwise into the corresponding holes located in the Mirror Frame until the Cam Screws are fully seated. Align the inserted Cam Screws and Wood Dowel with the corresponding holes in the Mirror Frame and the Upper Back Panel. Insert the Screws and Dowel into the holes until the panels are fully seated against each other. Now, insert two Cam Locks (Part P) into the corresponding holes in the Upper Back Panel. Using a Phillips head screw driver, turn the Cam Locks clockwise until they are secure. Insert two Plug Nuts (Part N) into the lower holes located in the Upper Back Panel, like shown below. Align the bolt holes in the Connection Slat (Part G) with the corresponding holes in the Upper Back Panel. Insert two Bolts (Part R) through the holes in the Connection Slat and into the corresponding Plug Nuts in the Upper Back Panel. Tighten the Bolts using the Allen Wrench (Part W). Do not over tighten the Bolts. **(Please note that it may be necessary to adjust the orientation of the Plug Nuts, by using a Phillips head screw driver, so that the threads are in-line with the Bolts)**

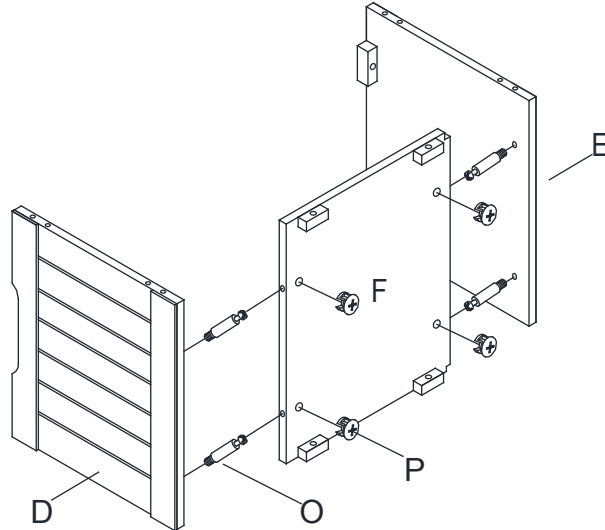


Step 2 - Using a Phillips head screw driver, insert ten Cam Screws (Part O) clockwise into the corresponding holes located in both the Top Right Side Panel (Part K) and the Top Left Side Panel (Part L) until the Cam Screws are fully seated. With help, align the inserted Cam Screws in the Top Right and the Top left Side Panels with the corresponding holes on the edges of the assembled Upper Back Panel and Mirror Frame. Insert the Cam Screws into the holes until the panels are fully seated against each other. Now, insert ten Cam Locks (Part P) into the corresponding holes on the assembled Upper Back Panel and Mirror Frame. Using a Phillips head screw driver, turn the Cam Locks clockwise until they are secure.



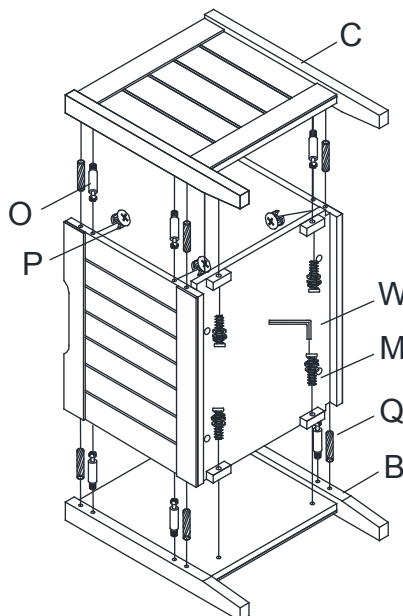
## STEP-BY-STEP ASSEMBLY:

Step 3 - Using a Phillips head screw driver, insert four Cam Screws (Part O) clockwise into the corresponding holes located on the inside of the Front Panel (Part D) and the Back Panel (Part E) until the Cam Screws are firmly seated. Align the Cam Screws in the Front and Back Panels with the corresponding holes in the Bottom Panel (Part F) like shown below. **(Please note that the back edge of the Bottom Panel has two small notches at each corner)** Insert the Cam Screws into the holes until the Panels are fully seated against each other. Now, insert four Cam Locks (Part P) into the corresponding holes in the Bottom Panel like shown below. Using a Phillips head screw driver, turn the Cam Locks clockwise until they are secure.



Step 4 - Insert four Wood Dowels (Part Q) into the corresponding holes located on the edges of the Front and Back Panels, like shown below. Using a Phillips head screw driver, insert four Cam Screws (Part O) clockwise into the corresponding holes on the inside of the Left Side Frame (Part B) and the Right Side Frame (Part C) until the Cam Screws are fully seated. Align the Cam Screws in the Left and Right Side Frames with the corresponding holes on the edge of the Front and Back Panels, like shown below. Slide the parts together until the Panels are fully seated against each other. Now, insert eight Cam Locks (Part P) into the corresponding holes located on the inside of the Front and Back Panels. Using a Phillips head screw driver, turn the Cam Locks clockwise until they are secure.

Next, insert four Bolts with Washers (Part M) through the holes in the connection tabs on the underside of the Bottom Panel and into the corresponding threaded inserts located in the Left and Right Side Frames. Tighten the Bolts using the Allen Wrench (Part W). Do not over tighten the Bolts.

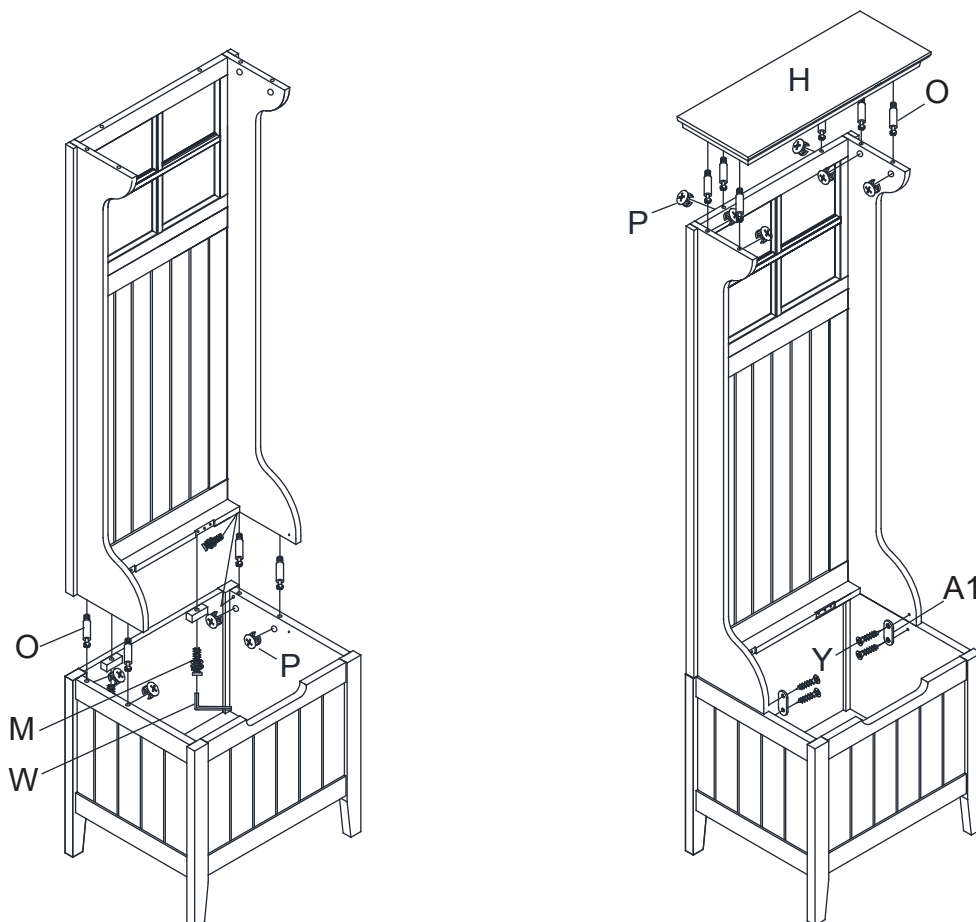


## STEP-BY-STEP ASSEMBLY:

Step 5 - Using a Phillips head screw driver, insert four Cam Screws (Part O) clockwise into the corresponding holes on the bottom of each Top Side Panel like shown below. With help, align the inserted Cam Screws with the corresponding holes located on the top edges of both Left and Right Side Frames. Insert the Cam Screws into the holes until the panels are fully seated against each other. Now, insert four Cam Locks (Part P) into the corresponding holes on the inside of the Left and Right Side Frames. Using a Phillips head screw driver, turn the Cam Locks clockwise until they are secure. Insert two Bolts with Washers (Part M) through the holes in the connection tabs on the inside of the Back Panel and into the corresponding threaded inserts located in the assembled Top Back Panels. Also, insert two Bolts with Washers through the connection tabs on the underside of the Connection Slat and into the Left and Right Side Frames. Tighten the Bolts using the Allen Wrench (Part W). Do not over tighten the Bolts.

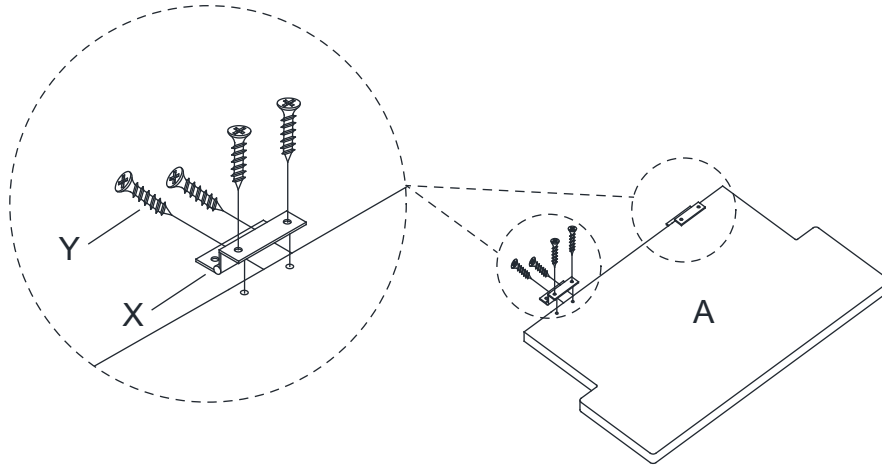
Now, place the Top Panel (Part H) upside down on a flat surface. Using a Phillips head screw driver, insert seven Cam Screws (Part O) clockwise into the corresponding holes located on the Top Panel. Turn the Top Panel upright and align the insert Cam Screws with the corresponding holes on the top edge of the assembled Top Back Panels. Insert the Cam Screws into the holes and slide the panels together until they are fully seated against each other. Now, insert seven Cam Locks (Part P) into the corresponding holes, like shown below. Using a Phillips head screw driver, turn the Cam Locks clockwise until they are secure.

Align the holes in the Metal Connector (Part A1) with the corresponding holes in the partially assembled Hall Tree like shown below. Using a Phillips head screw driver, insert two Flat-Head Screws (Part Y) clockwise through the Connector and into the partially assembled Hall Tree. Do not over tighten the Screws.

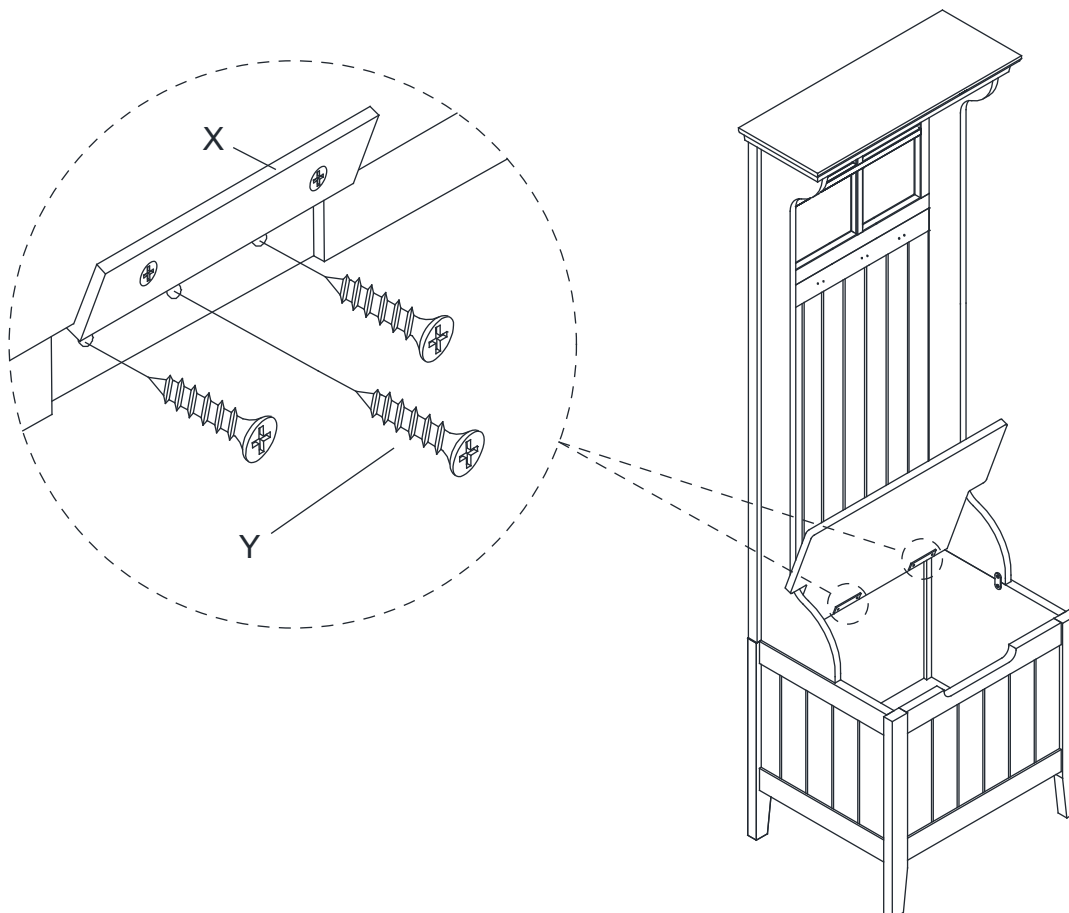


## STEP-BY-STEP ASSEMBLY:

Step 6 - To attach the Hinge (Part X), align the holes in the L-shaped flange of the Hinge with the corresponding holes located on the back-facing edge of the Seat Panel (Part A) like shown below. Using a Phillips head screw driver, insert four Flat-Head Screws (Part Y) clockwise through the holes in each Hinge and into the Seat Panel. Do not over tighten the Screws.



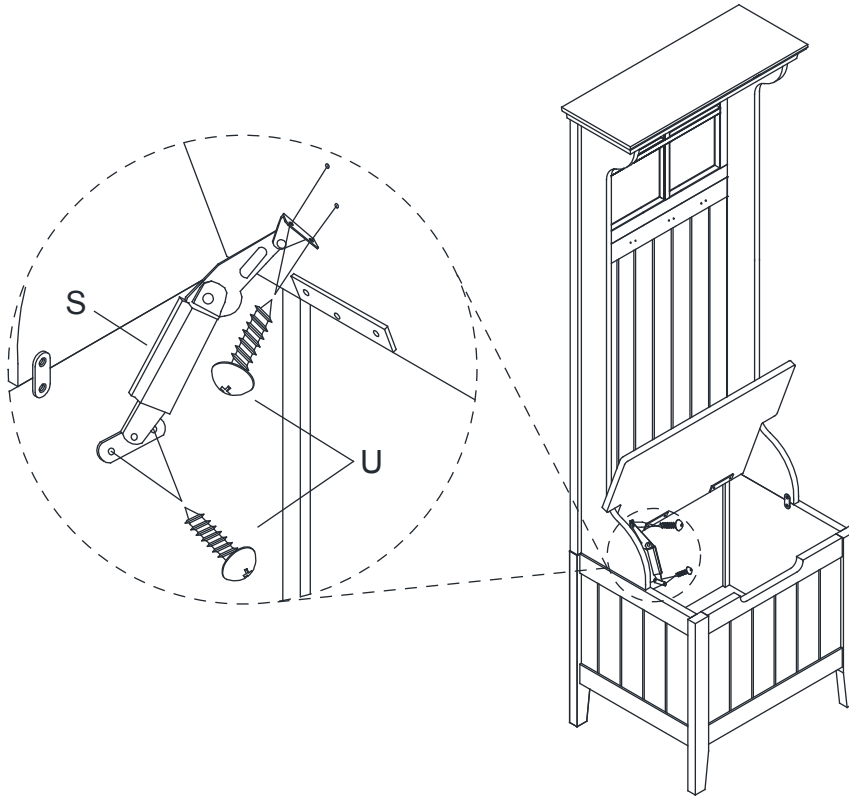
Step 7 - With help, align the holes of the unattached flange on the Hinges (Part X), now connected to the Seat Panel, with the corresponding holes in the Connection Slat, like shown below. Using a Phillips head screw driver, insert three Flat-Head Screws (Part Y) clockwise through the holes in each Hinge and into the corresponding holes in the Connection Slat. Do not over tighten the Screws.



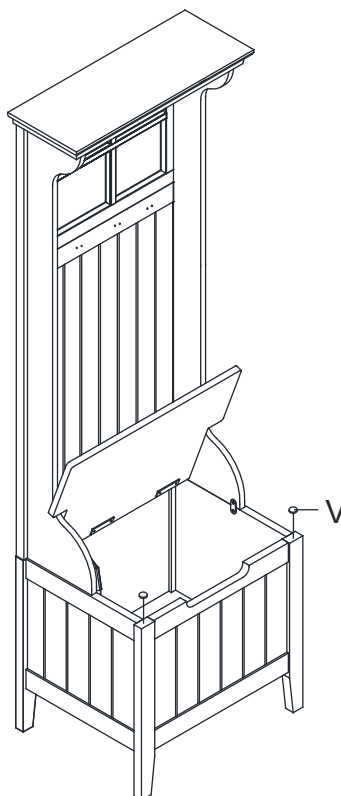


## STEP-BY-STEP ASSEMBLY:

Step 8 - Align the holes located on the connection tabs of Safety Spring (Part S) with the corresponding holes located on the Left Side Frame and the Seat Panel, like shown below. Using a Phillips head screw driver, insert four Round-Head Screws (Part U) through the connection tabs on the Safety Spring and into the Left Side Frame and Seat Panel. Do not over tighten the Screws.

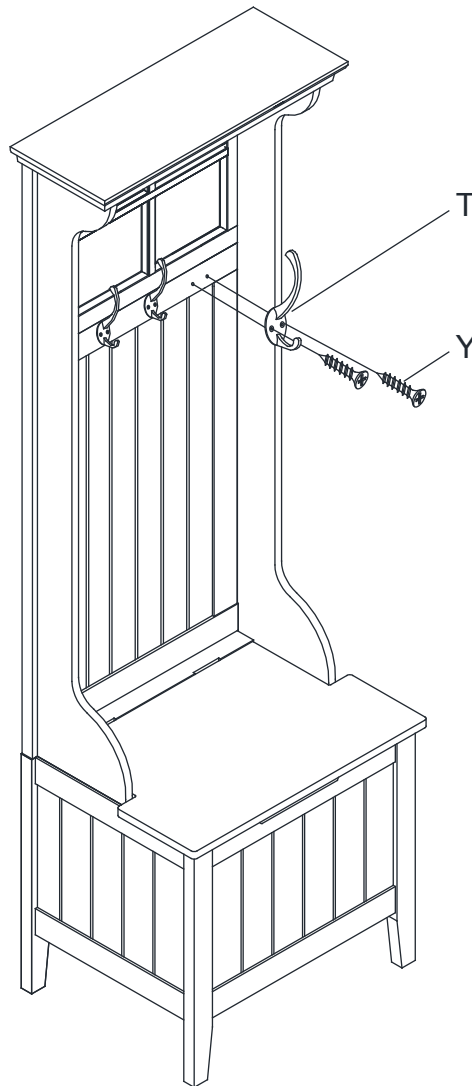


Step 9 - With the Seat Panel still open, place a Bumper (Part V) onto the top Left and Right Side Frames at the front of the Hall Tree, like shown below.



## STEP-BY-STEP ASSEMBLY:

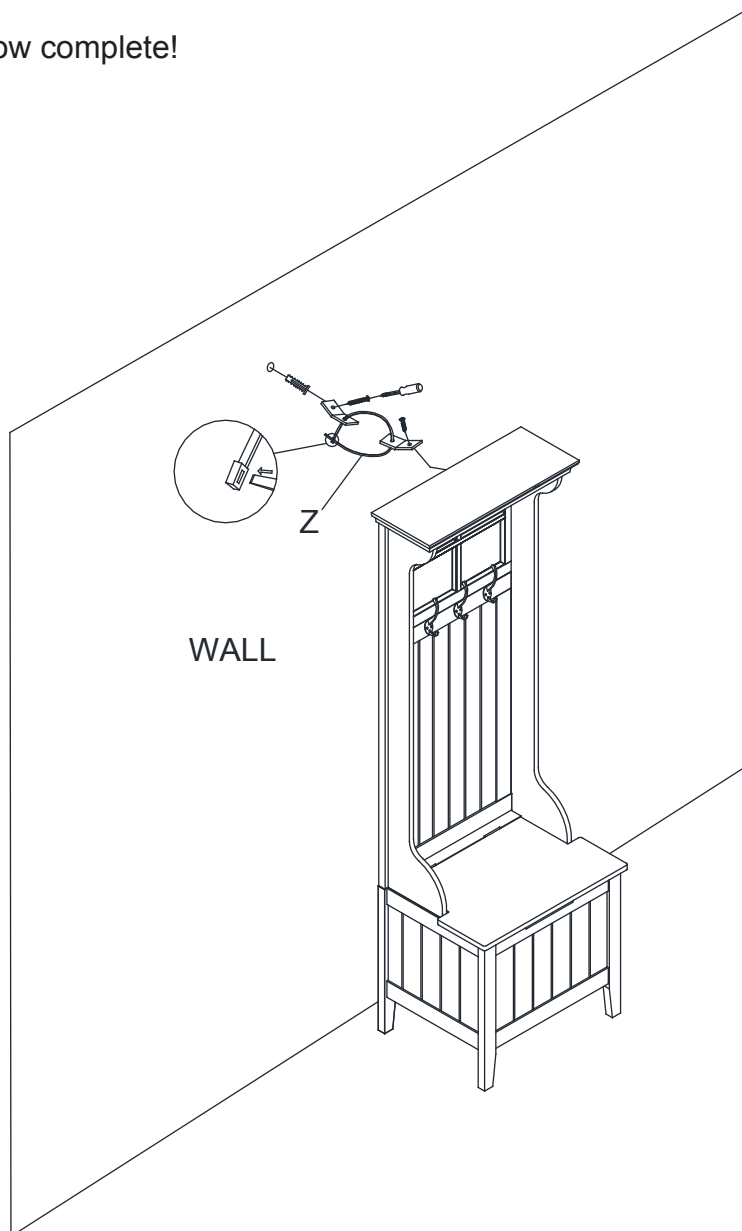
Step 10 - To attach the Hooks (Part T), align the holes in the Hooks with the corresponding holes located near the top of the Back Panel like shown below. Using a Phillips head screw driver, insert two Flat-Head Screws (Part Y) clockwise through each of the three Hooks and into the corresponding holes in the Back Panel. Tighten the Screws until the Hooks are firmly seated against the Back Panel. Do not over tighten the Screws.



## STEP-BY-STEP ASSEMBLY:

Step 11 - With help, move the assembled Hall Tree into its desired location. Secure the Hall Tree to the wall by using the included No-Tip Kit (Part Z). Locate a wall stud behind the Hall Tree. Position one of the brackets on a stud approximately 1" below the top of the Hall Tree. Mark and drill a pilot hole into the center of the stud with a 3/32" drill bit. Attach one of the brackets to the stud with the provided long screw. **(Please note that if a stud is not in the desired location to attach the bracket on the wall, you can use the provided plastic wall anchor. To do this, mark and drill a 1/4" pilot hole into the dry wall. Insert a plastic wall anchor into the pre-drilled hole until the anchor is flush with the wall surface. Attach the bracket to the plastic wall anchor with the provided long screw.)** Next, mark the back of the Top Panel (Part H) with the same alignment as the bracket attached to the wall. Temporarily, move the Hall Tree away from the wall to access the back of the Top Panel. Place another bracket on the mark and pre-drill a 3/32" hole in the Top Panel. Attach the bracket to the Hall Tree with the provided short screw. With help, move the Hall Tree back into its final position, taking care to line up the wall bracket and the Top Panel bracket. Thread a nylon strap through the holes in the brackets and tighten the strap until snug. Do not over tighten. **(If necessary, a second No-Tip Kit can be installed for added security.)**

Assembly is now complete!





For assistance with assembly, please contact customer service  
1-888-880-4884