

# Daily Desk

Assembly Guide

**Branch**



# The new way of working you've been waiting for.

Scan here for a digital copy  
of your assembly guide.

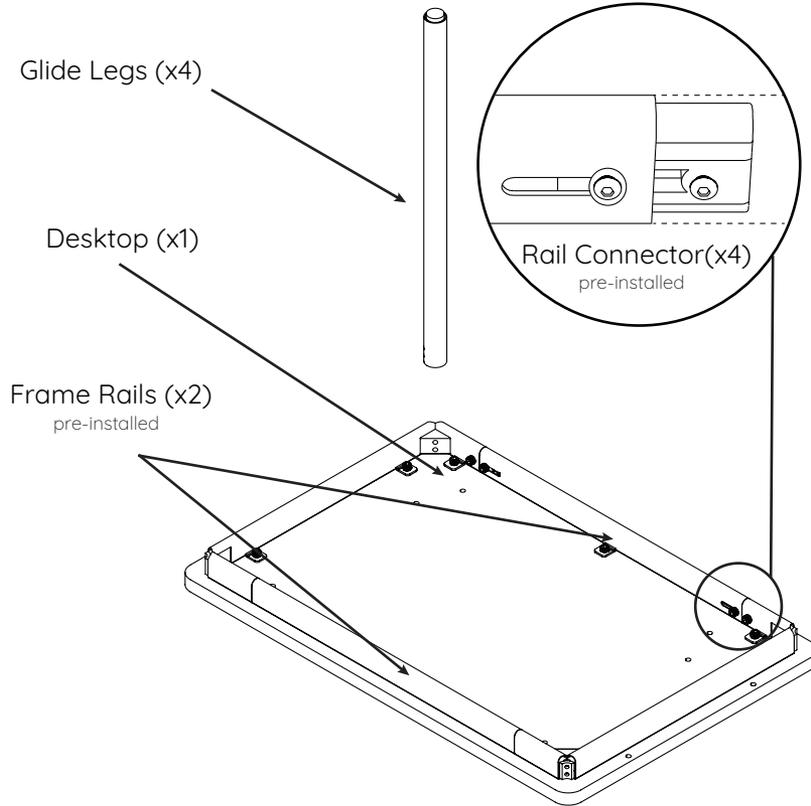




# Caution

- Make sure to read the guide completely before assembling.
- Check that all components are present before you start the assembly process.
- Use extra caution when assembling this product and have someone assist you. Do not change the specifications, modify this product, or use for any other purpose beyond its intended use as a table.
- Do not sit or stand on the table frame. Do not crawl or lie under the table frame.
- Do not open or modify any of the power components. Doing so risks electric shock and voids any warranty claims.

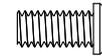
# Components



Leg  
Screws (x8)



Mini Wrench  
(x1)



Base  
Screws (x22)  
pre-installed

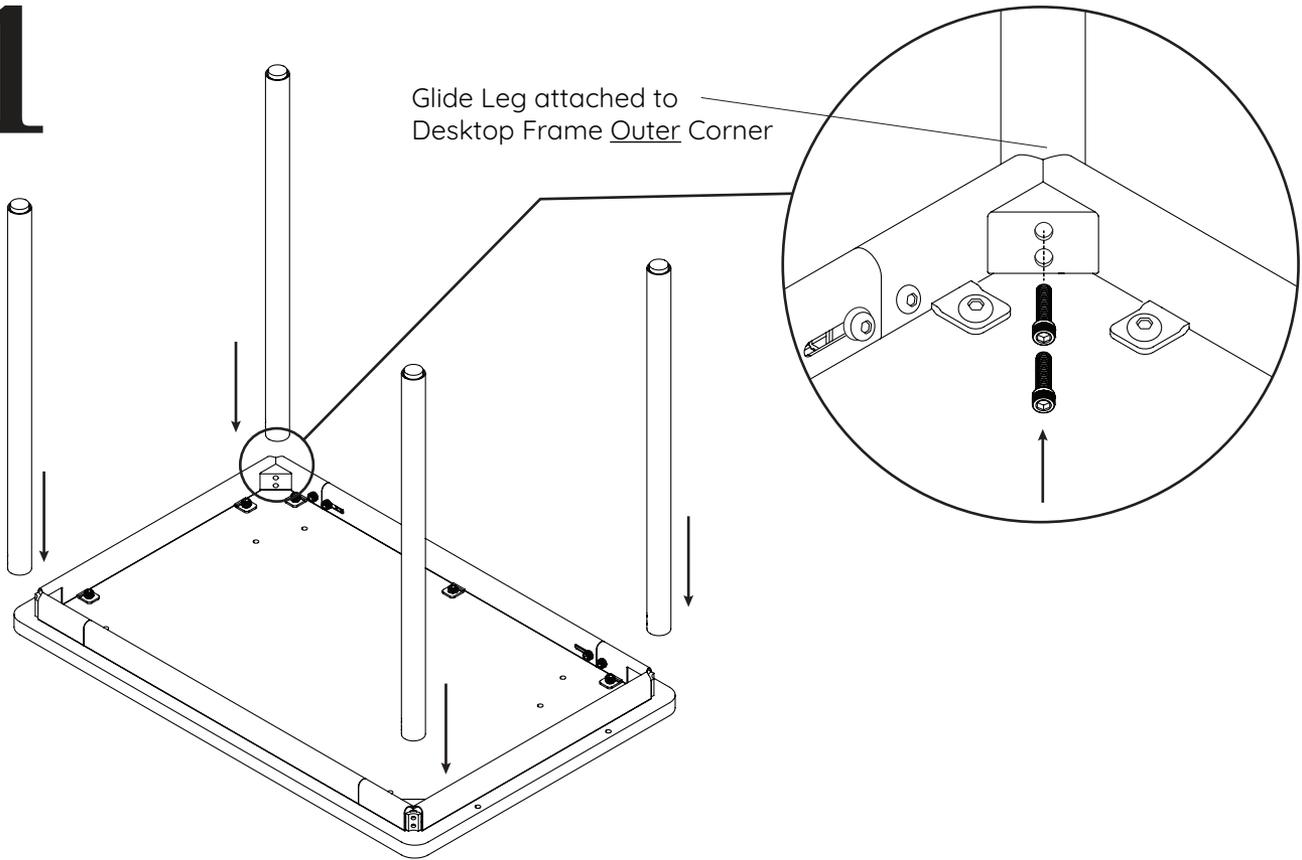


Allen Key  
4mm (x1)



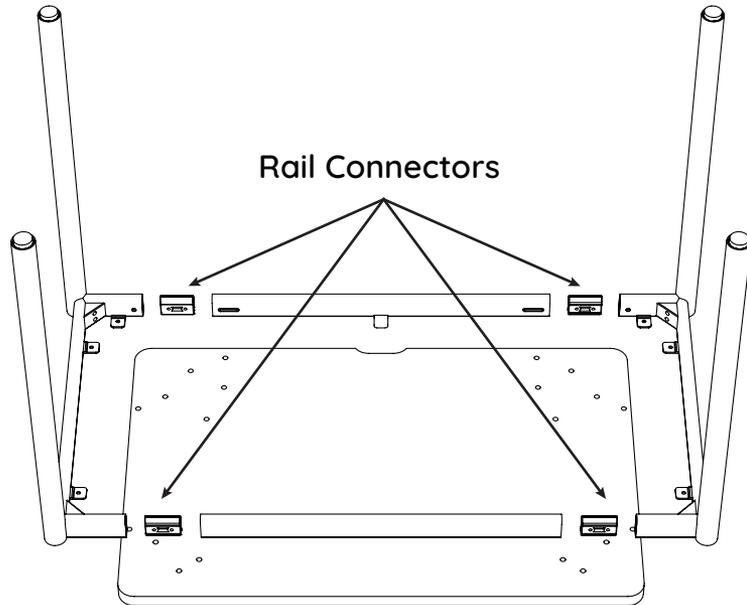
Allen Key  
6mm (x1)

# 1

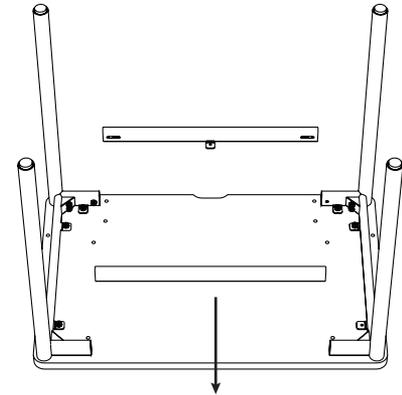


Lay the **Desktop** and frame upside down on a clean flat surface. Align the attachment points on the **Glide Leg** (x1) to the outer corner of the **Desktop** frame and insert the **Leg Screws** (x2). Screw tight using the **6mm Allen Key**. Repeat for the other 3 **Glide Legs** (x3).

# 2 (optional)



Removed for Cable Organizer

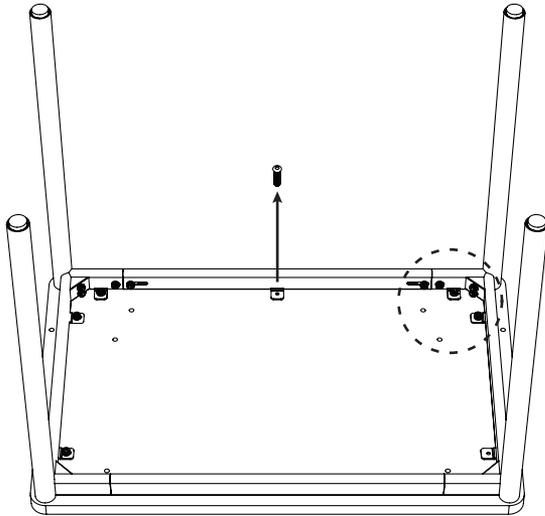


**Front Frame Rail**  
Removed for Desk Drawer

The Daily Desk is modular and allows for easy reconfiguration by making use of hidden **Rail Connectors** (x4). If you ordered the optional **Desk Drawer** and/or **Cable Organizer**, you will need to remove one or both of the **Frame Rails** (x2). To install the optional **Desk Drawer** or optional **Cable Organizer**, follow along with the processes on the next few pages. If you did not order any optional accessories skip to step 8.

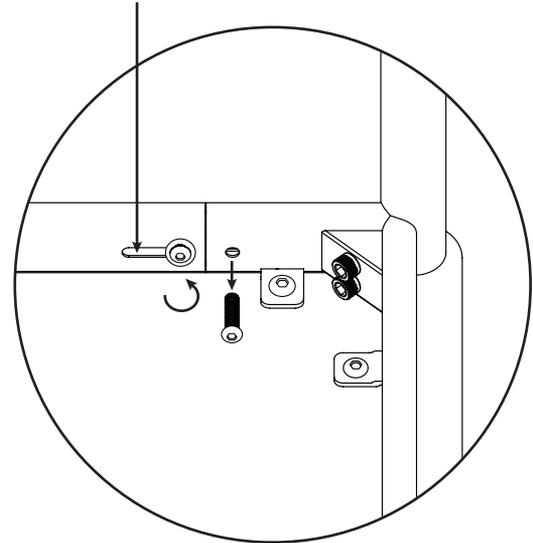
# 3 (optional)

1



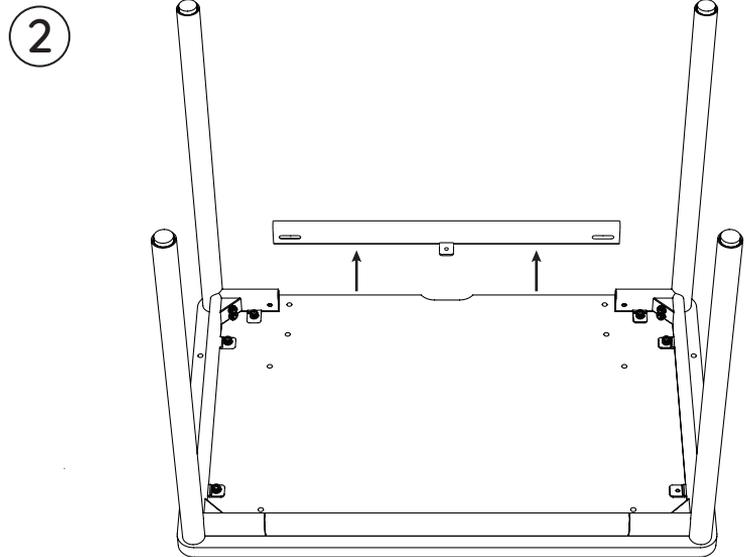
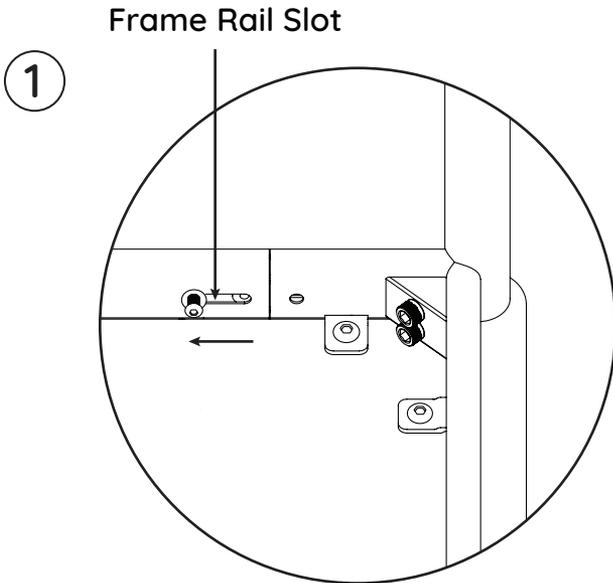
2

Frame Rail Slot



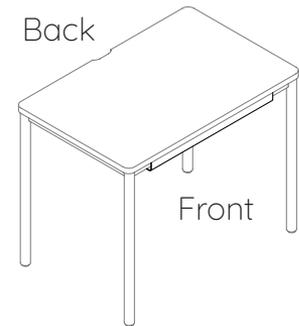
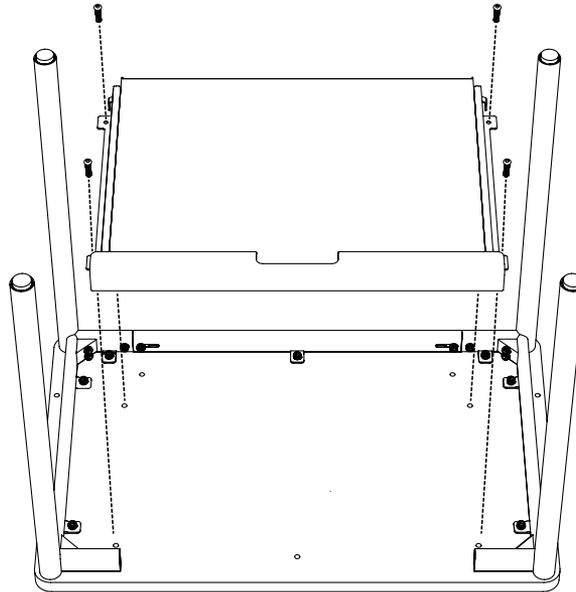
To remove a **Frame Rail**: First, using the **4mm Allen Key**, unscrew the **Base Screw** (x1) attaching the **Frame Rail** and **Desktop**. Next, Unscrew and remove the outside **Base Screws** (x2) connecting the **Rail Connectors** to the desk frame. Loosen, but do not fully remove, the Inside **Base Screws** (x2) of the **Rail Connector**. Repeat on both ends of rail.

# 4 (optional)



First, slide the **Rail Connector** into the **Frame Rail** until you can clearly see both screw holes in the **Frame Rail Slot**. Repeat on the other side of the **Frame Rail**. Slide the **Rail Connector** into the **Frame Rail** until you can clearly see both screw holes in the **Frame Rail Slot**. Next, The **Frame Rail** can now be removed from the **Desktop**.

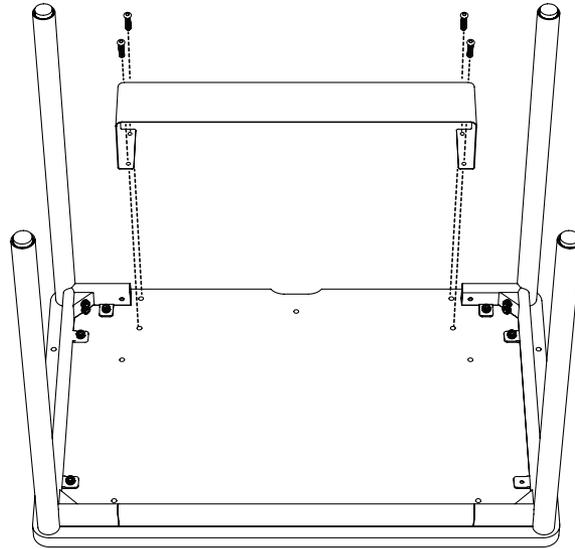
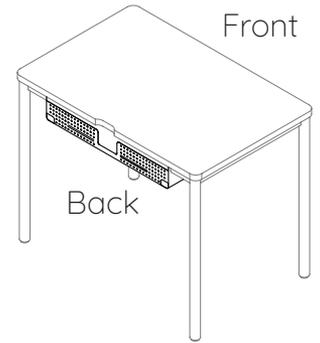
# 5 (optional)



To install the optional **Desk Drawer**, First remove the **Front Frame Rail** (refer to steps 3 and 4).

Position the **Desk Drawer** to the **Desktop** so that the drawer opens towards the front of the desk. Align the mounting holes on the drawer onto the threaded holes in the **Desktop**. Tightly secure the **Desk Drawer** to the **Desktop** with **Base Screws** (x4) using the **4mm Allen Key**.

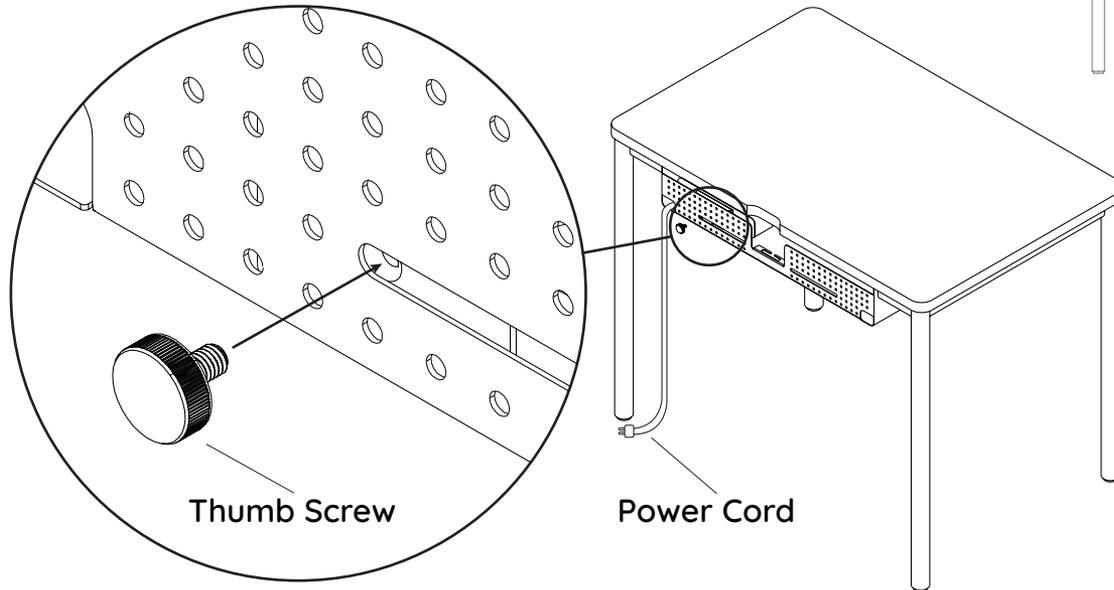
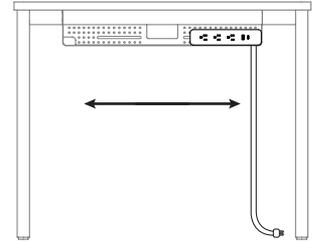
# 6 (optional)



To install the optional **Cable Organizer**, First remove the **Rear Frame Rail** (refer to steps 3 and 4).

Position the **Cable Organizer** to the **Desktop** so that the open end faces the front of the **Desktop** as shown. Align the holes in the **Cable Organizer** to the threaded holes in the **Desktop** and tightly secure with **Base Screws** (x4) using the **4mm Allen Key**.

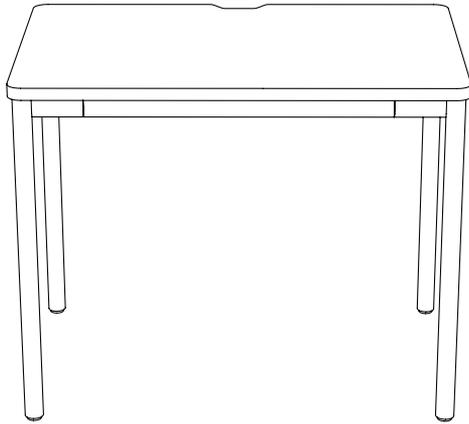
# 7 (optional)



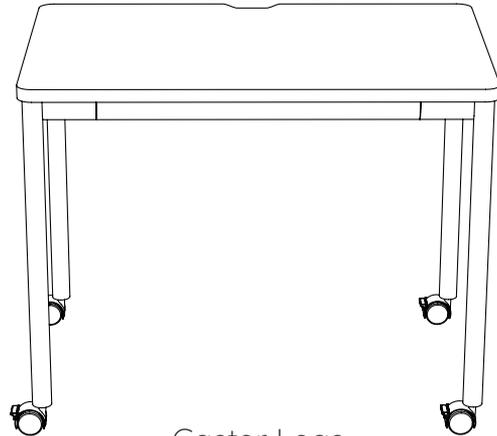
Install the Under Desk **Power Unit** on the left or right side of the **Cable Organizer**. Depending on your setup, the Power Unit can be rotated so that the USB outlets are on the right or left side. Attach the **Power Unit** to the **Cable Organizer** using the **Thumb Screw** (x1).

Note: the **Thumb Screw** (x1) fits into the adjustable slot of the **Cable Organizer**. Connect the **Power Cord** to the Nearest Outlet.

# 8 (optional)



Glide Legs

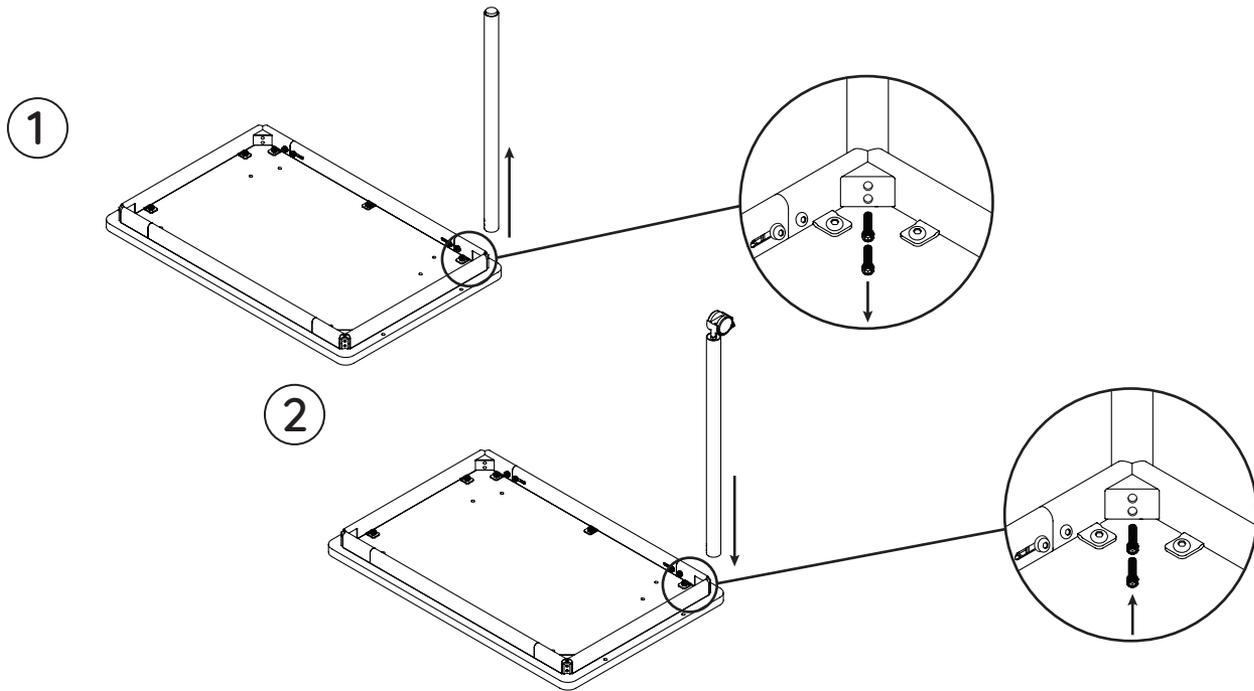


Caster Legs

The Daily Desk can be ordered with fixed **Glide Legs** or **Optional Caster Legs**. To convert your Daily Desk to **Caster Legs**, follow the steps on the next page.

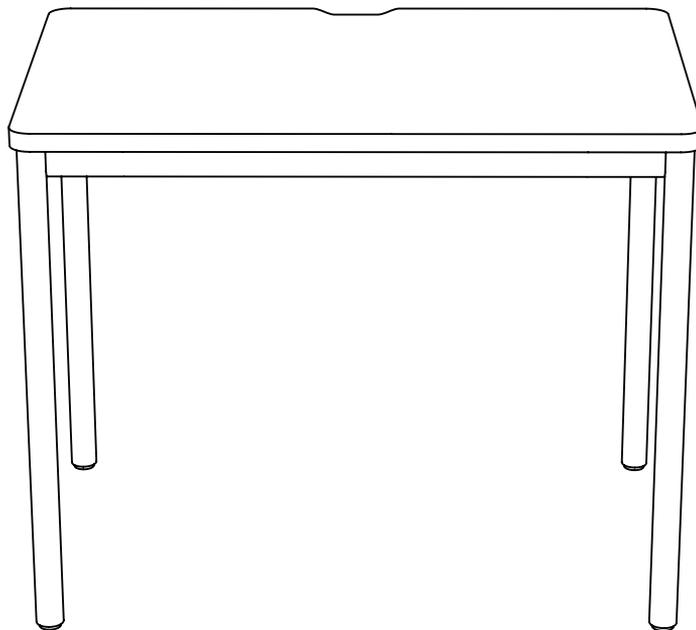
If you didn't order **Caster Legs**, skip to step 10.

# 9 (optional)



First, Unscrew the **Leg Screws** (x2) from the **Glide Leg** (x1) and then carefully lift the leg away from the Frame. Repeat for the other 3 **Glide Legs** (x3). Next, align the attachment points on the **Caster Leg** (x1) to the corner of the desktop and insert the **Leg Screws** (x2) and screw tight using the **6mm Allen Key** (x1). Repeat for the other 3 **Caster Legs** (x3).

# 10



With a friend, carefully flip your assembled Daily Desk right-side up.

# All Done!

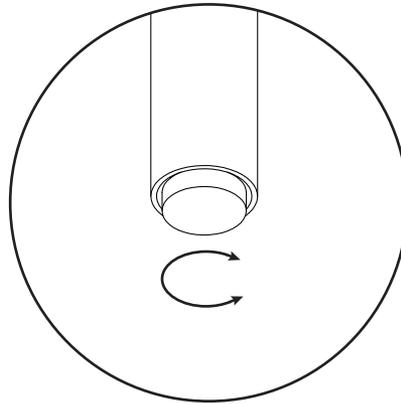
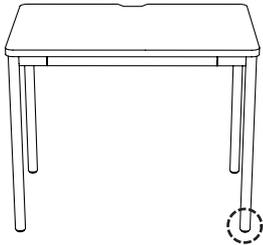
Go ahead, try it out. You may experience what we call an “ahhh” sensation. That’s completely normal. You’re now well equipped for whatever the workday throws at you.

Now, don’t be shy. Show us how it looks!

@branchfurniture  
#officebybranch

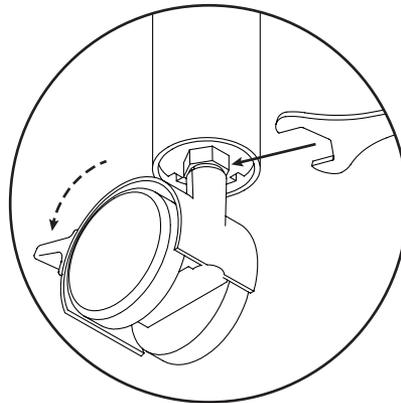
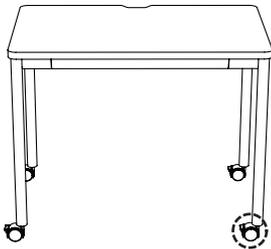
# User Guide

## Glide Leg Adjustment: Bottom of Leg



To adjust position:  
Turn Clockwise to reduce  
height. Turn  
Counter-Clockwise to  
increase height

## Caster Leg Adjustment: Bottom of Leg



To adjust position:  
Turn Mini Wrench  
Clockwise to reduce  
height. Turn Mini Wrench  
Counter-Clockwise to  
increase height. Lock the  
caster in place.

# Contact

Have a question, comment, or suggestion?

hello@branchfurniture.com  
branchfurniture.com

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# Branch