

Ergonomic Chair

Assembly Guide

Branch

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

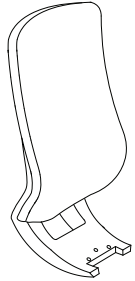
Scan here for a digital copy
of your assembly guide.



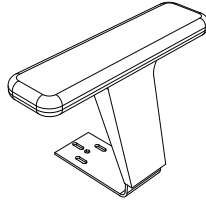
Caution

- Use this product only for seating one person at a time.
- Some screws may be preassembled. If preassembled, ignore assembly instructions.
- Handle the cylinder and mechanism parts carefully as they may have grease, which can stain chair fabric or clothing.
- Do not use this chair as a step stool/ladder, or on uneven floor surfaces.
- Do not sit on any part of the chair except the seat.
- Do not use chair unless all bolts, screws, and knobs are tightened.
- Every six months, please make sure all bolts, screws, and knobs are fully tightened to ensure stability.
- If any parts are missing, broken, damaged, or worn, stop use of the product until repairs are made using factory-authorized parts.
- Failure to follow these warnings could result in serious injury.

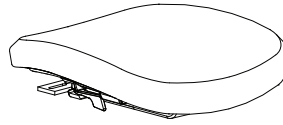
Components



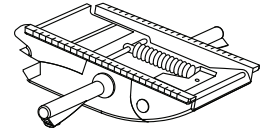
Backrest (x1)



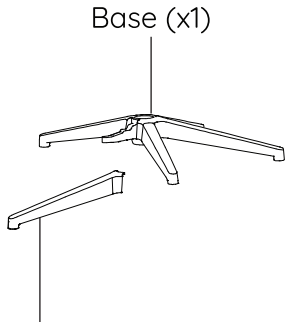
Armrest (x2)



Seat (x1)



Mechanism (x1)



Base (x1)

Base Leg (x1)

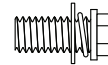
*only on KD Base Versions,
other bases come fully assembled



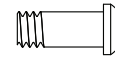
Cylinder (x1)



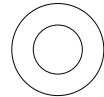
Casters (x5)



Back Bolt
(x3)



Armrest Bolt
(x2)

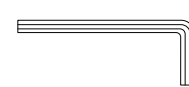


Armrest Bolt
Flat Washer (x2)

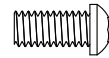


Armrest Hex
Nut (x3)*

*x2 pre-installed + 1 extra



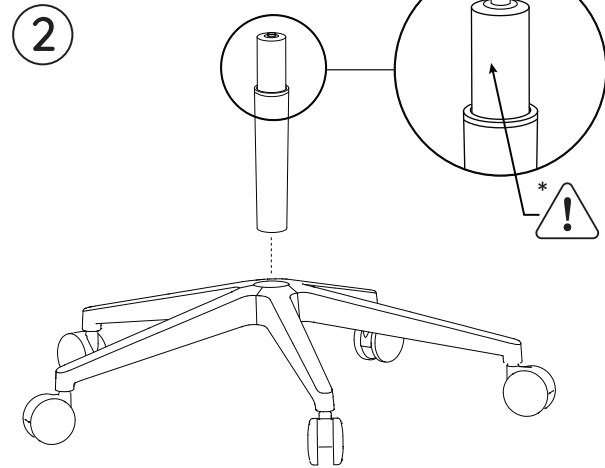
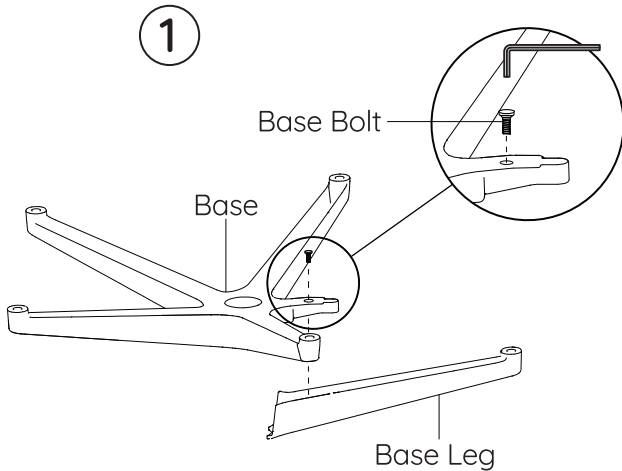
Allen Key (x1)



Base Bolt
(x1)

*KD Base Only

1 (KD Base Version)

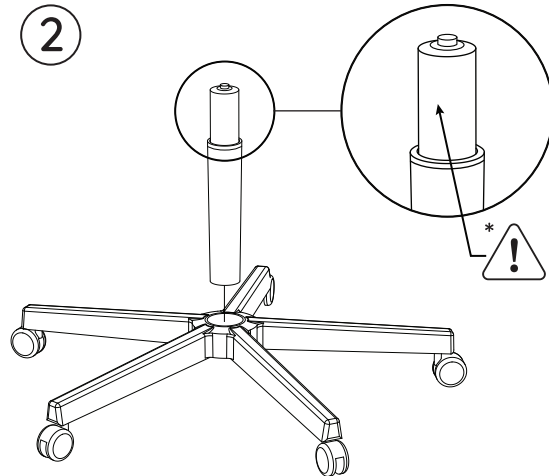
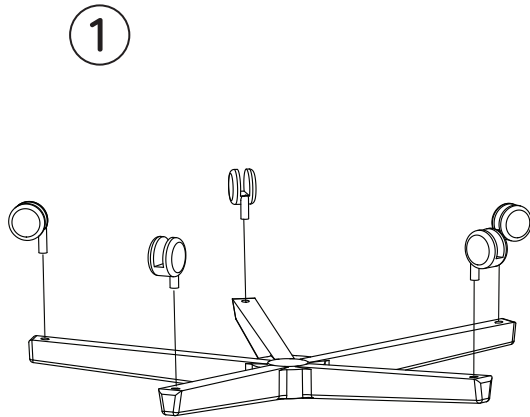


On a clean, flat surface, with the **Base** (x1) upside down, connect the end of the **Base Leg** (x1) to the base. With the **5 Star Base** upside-down, push the **Casters** (x5) into each hole with a fair amount of force (they should 'pop' in). Insert the **Base Bolt** (x1) and tighten securely using the **Allen Key** (x1). Once completed, turn the base over and insert the **Cylinder** with the larger end facing the floor. Set the assembled base aside for now—we'll get back to it later!



* Caution: Handle the cylinder carefully as it may have grease on the top, which can stain chair fabric or clothing.

1 (Assembled Base Version)

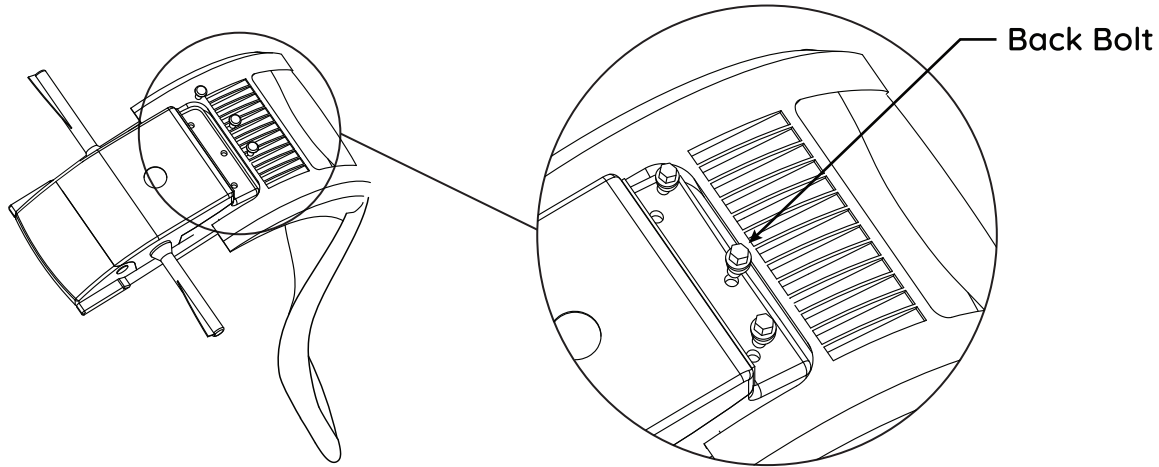


With the **5 Star Base** upside-down, push the **Castors** (x5) into each hole with a fair amount of force (they should ‘pop’ in). Once completed, turn the base over and insert the **Cylinder** with the larger end facing the floor. Set the assembled base aside for now—we’ll get back to it later!



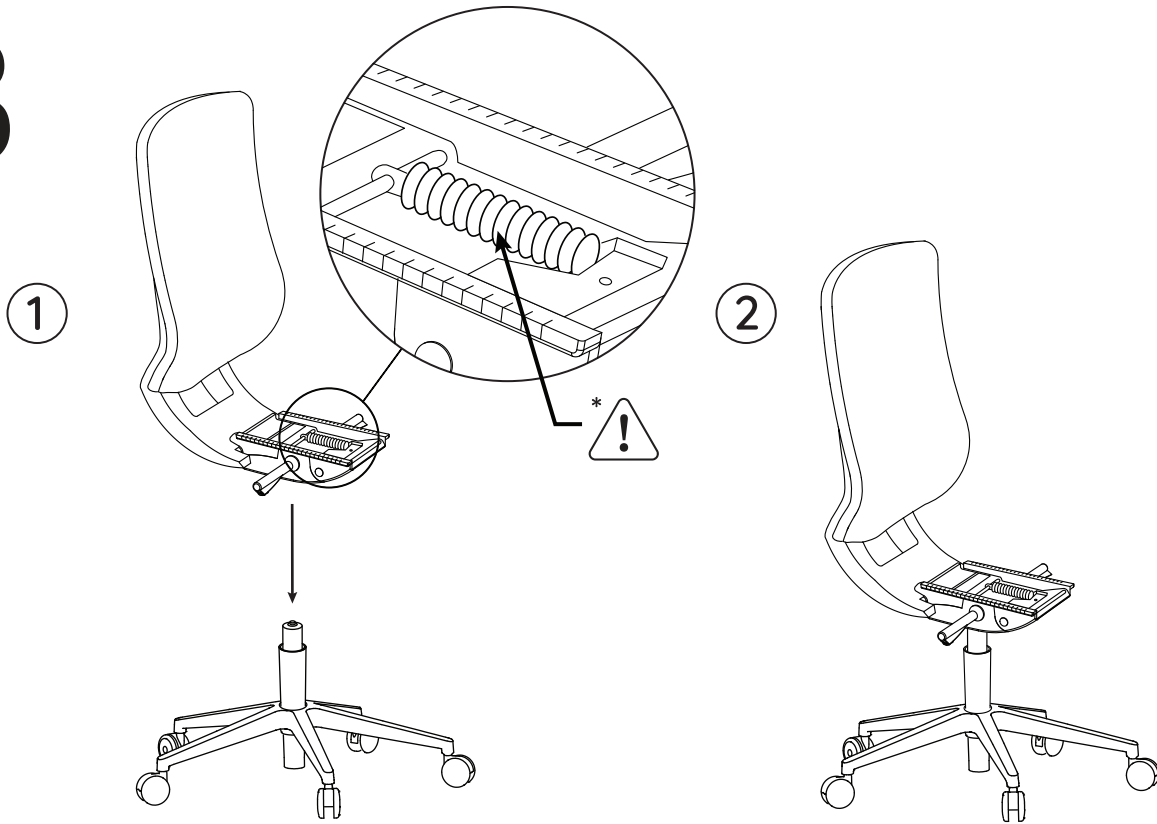
* Caution: Handle the cylinder carefully as it may have grease on the top, which can stain chair fabric or clothing.

2



With the **Backrest** and **Mechanism** upside down, slide the seat back into the slot of the **Mechanism**. If you need help balancing the two components, use your chair box or the edge of a table to let the Backrest hang over the side while joining the two parts. Then, using the Allen Key, screw in the middle **Back Bolt** loosely first to hold the two pieces together, secure the left and right **Back Bolts**, then return to and tighten the middle bolt.

3

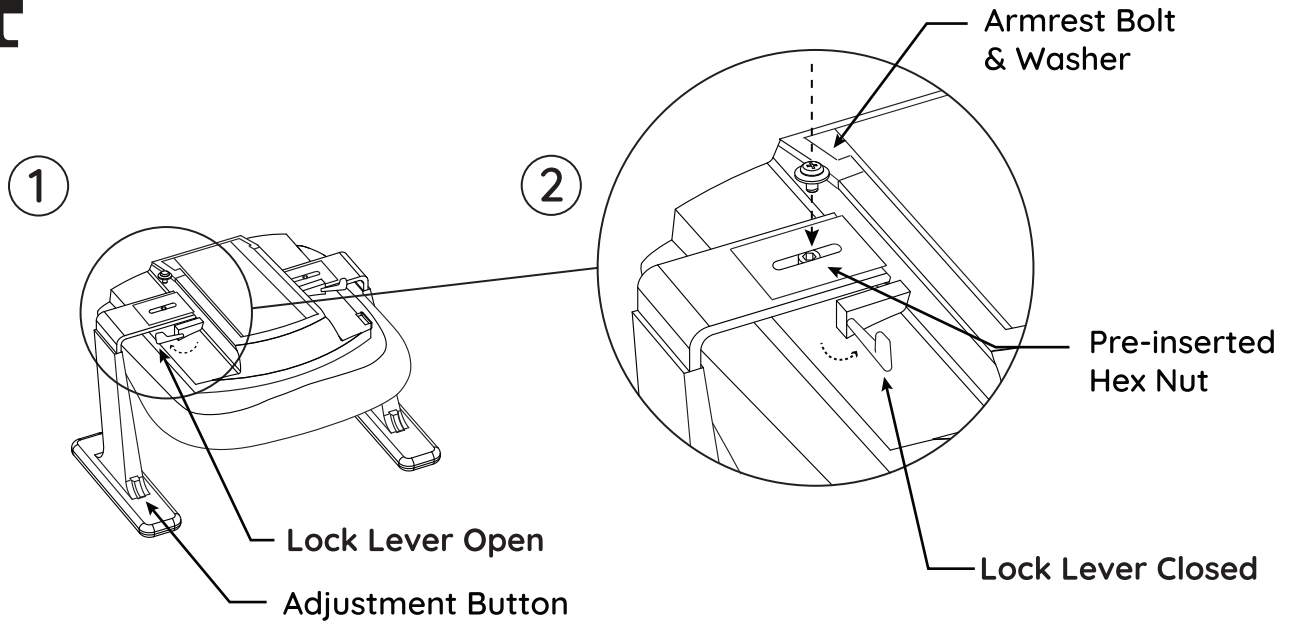


Grab the chair frame that you assembled in Step 2, and insert it into the **Cylinder**. Push down firmly to secure.



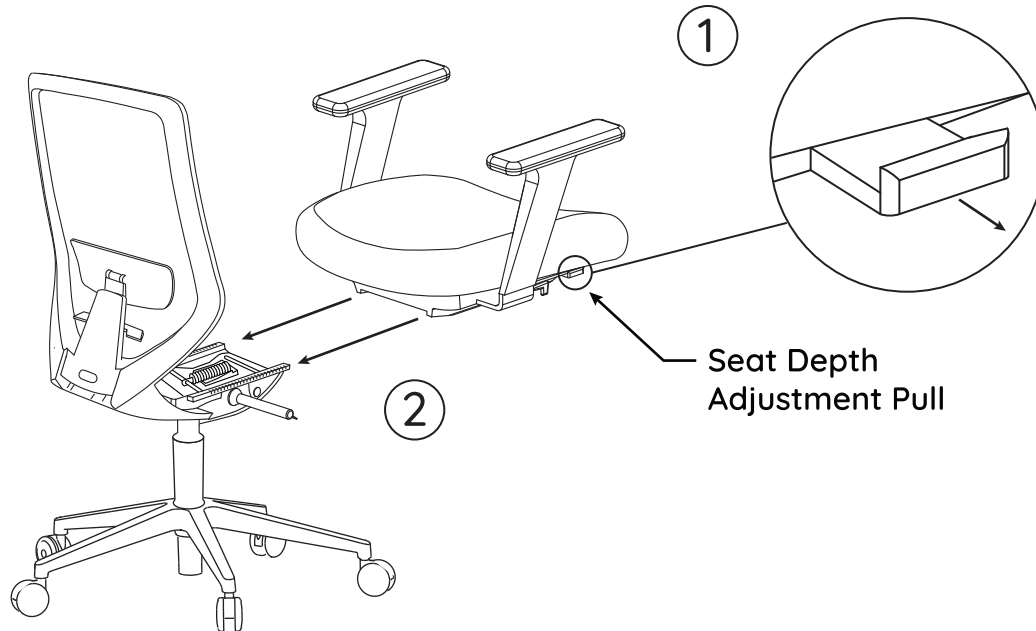
* Caution: Handle the mechanism carefully as it may have grease on the spring, which can stain chair fabric or clothing.

4



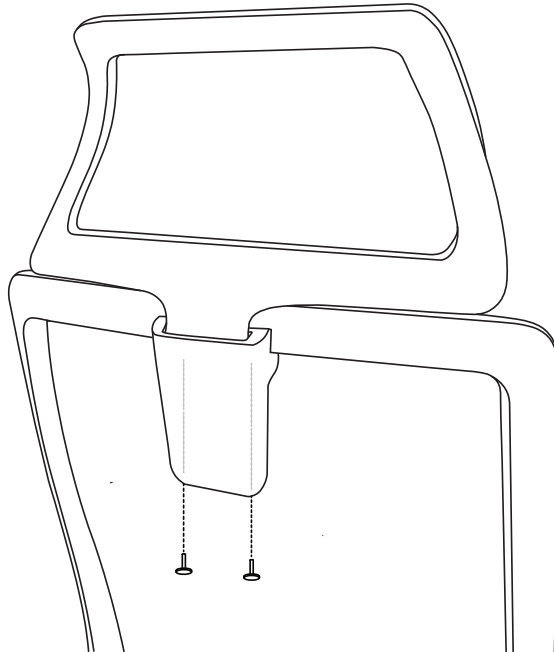
With the **Seat** upside down and the Lock Levers open, insert the **Armrests** (x2) into the sides of the **Seat**, ensuring the **Armrest Adjustment Buttons** face the front of the **Seat**. Next, thread the **Armrest Bolts** (x2) and **Armrest Bolt Flat Washers** (x2) into the pre-inserted **Armrest Hex Nuts** and tighten them. (If there is any tape on the Nuts, remove it before this assembly step.) Finally, close the Lock Levers (in the same direction as the Adjustment Buttons) to lock the Armrests in place.

5



Grab the seat you assembled in Step 4. On the right side of the Cushion, hold open the **Seat Depth Adjustment Pull** (shown above) while sliding the seat onto the chair frame. Ensure the track on the bottom of the seat engages on both sides of the **Mechanism**. Push the seat all the way back to the base until you hear a click, then release the Pull to secure. (The seat is only secure once a click is heard when fastening it to the frame.)

6 (optional)



Attach the **Headrest** to the top rear of the chair back frame. Align the holes on the **Headrest** base to the chair frame, insert both **Headrest Screws** (x2), and tighten with the Allen Key.

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

Seat Height:

Paddle-shaped lever on the right side



To raise:
While taking your weight off the chair, twist the lever up.

To lower:
While seated, twist the lever up.

Seat Tilt & Lock:

Paddle-shaped lever on left side

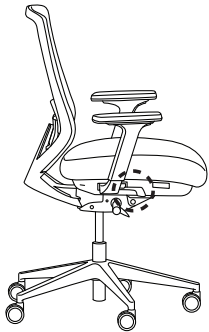


To recline and lock:
Flip paddle upward to unlock the recline, and flip paddle downward to lock desired recline position

To return upright:
Flip paddle upward, lean back until you hear a click, then lean forward.

Armrest Width:

Lever by base of each armrest



To adjust width:
Flip levers outward and slide the base of each arm out or in. Flip levers inward to lock.

Armrest Height:

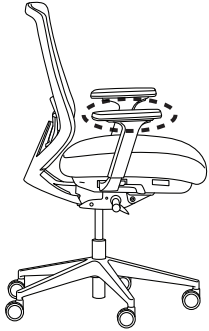
Button under each armrest



To raise or lower:
While seated, push and hold button to raise or lower arm. Release button to lock.

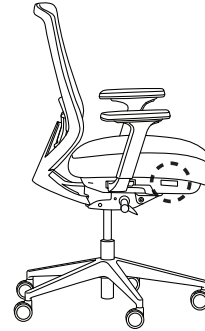
User Guide Cont.

Armrest Depth:
Top of each armrest



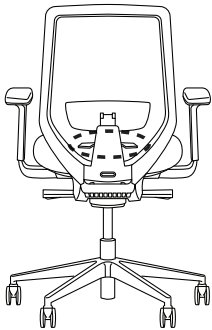
To adjust depth:
While seated, grasp top of
armrest and slide it
forward or backward.

Seat Depth:
Square lever on right side below cushion



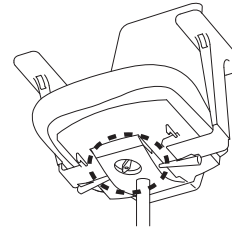
To adjust depth:
Pull out and hold lever while
sliding seat forward or
back. Release lever to lock.

Lumbar:
Handles on back of chair



To adjust height:
Grasp handles with both
hands and lift up or down
at the same time.

Tilt Tension (force needed to recline):
Round dial below seat

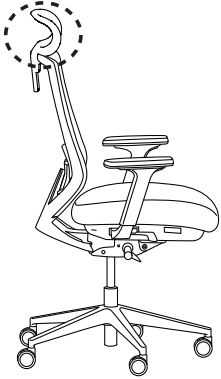


Bottom View

To adjust tilt tension:
Standing in front of the
chair, identify the small dial
on the underside of the
mechanism. Turn clockwise
to tighten tilt tension and
counterclockwise to loosen
it.

User Guide Cont. (optional)

Headrest Adjustment:
Top headrest component



To adjust position:
Slide headrest up and
down to adjust headrest
height.

FAQ & Troubleshooting

Issue	Phase	Suggestion
The armrest bolts don't seem fully tightened.	Assembly	The Armrest Bolts attaching the armrests to the chair should permit them to slide. Use the locking levers to tighten.
The armrests width won't adjust on my chair	Assembly	The Armrest Bolts attaching the armrests to the chair should permit them to slide, if the locking levers are unlocked and the arms still do not slide, loosen the Armrest Bolts slightly until movement is possible.
I can't get the seat onto the chair frame.	Assembly	Pull out the square lever on the side of the seat before attempting to slide onto the frame.
The armrests on my chair are wobbling or not stable.	Usage	After you set your preferred armrest width, make sure to lock the armrests using the two levers above the height and tilt adjustment levers. When locked, these levers should be parallel to the seat.
My chair won't tilt.	Usage	Make sure to unlock the tilt by twisting the left lever on your chair up.
My chair is stuck in the reclined position.	Usage	Flip the paddle-shaped lever on the left side upward and recline all the way back until you hear a click. That will reset the tilt lock and your chair back should rise to upright.
My lumbar support feels uncomfortable.	Usage	Use the two handles on both sides of the lumbar support to adjust it up or down. The lumbar rest is designed to support an upright posture, but if it stays uncomfortable, you can remove it by rotating the pad 90 degrees (without rotating the support arm) and applying firm pressure until it pops off. Contact us if you want a consultation.

Contact

Have a question, comment, or suggestion?

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branchfurniture.com

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