

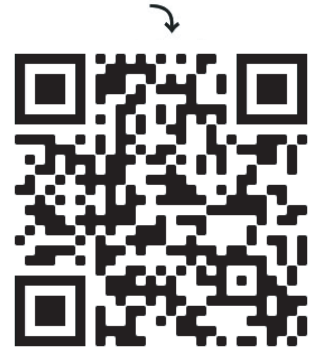
Personal Table

Assembly Guide

Branch

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

Scan here for a digital copy
of your assembly guide.

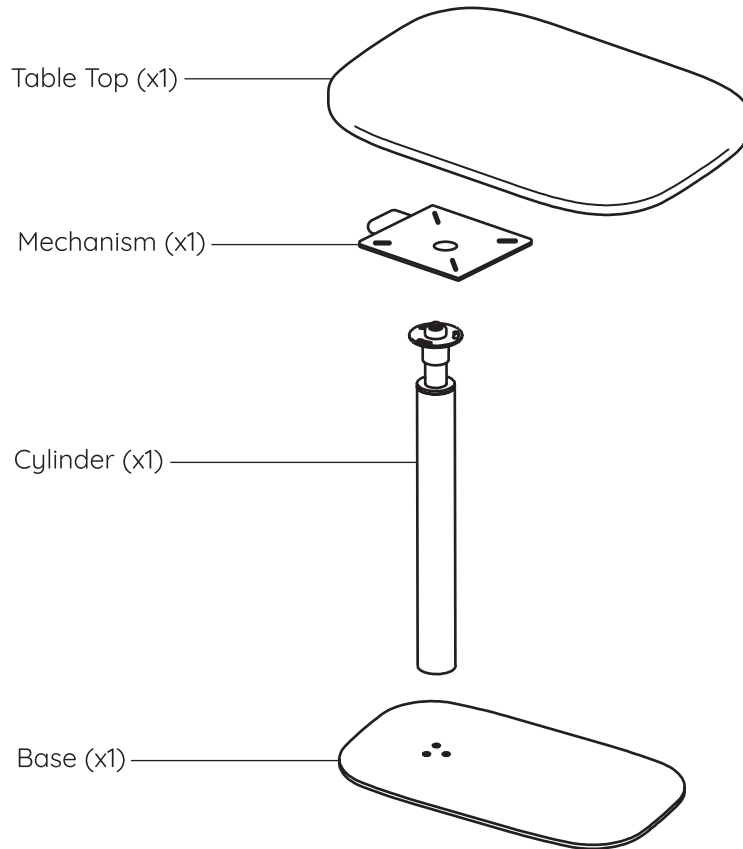




Caution

- 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 place more than 30lbs (13.6kg) atop the Personal Table Surface.
- Every six months, please make sure all bolts and screws are securely tightened to ensure stability.
- If any parts are missing, broken, damaged, or worn, stop use of the product until Branch authorized replacement parts are received.
- Keep this manual for future reference.

Components



Included Hardware



M6 x 16mm Screw (x7)



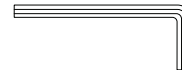
M8 x 25mm Screw (x3)



Flat Washer (x7)

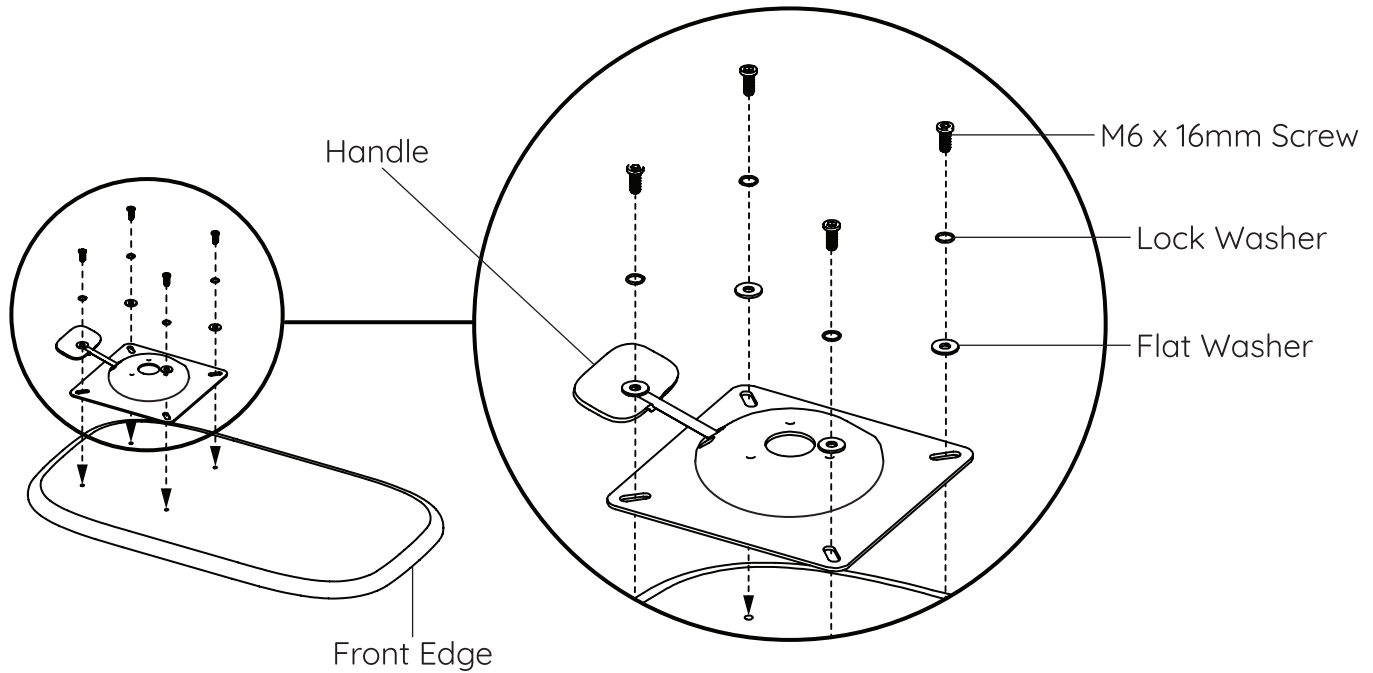


Lock Washer (x7)



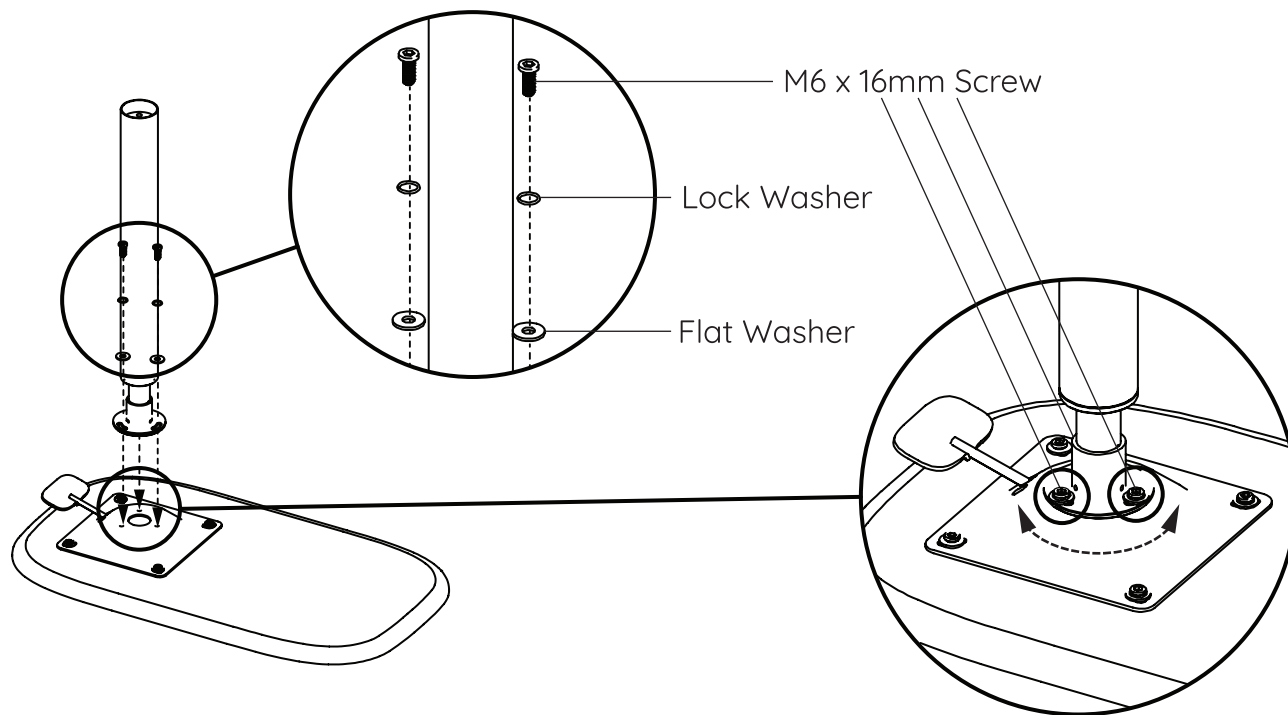
Allen Key (x1)

1



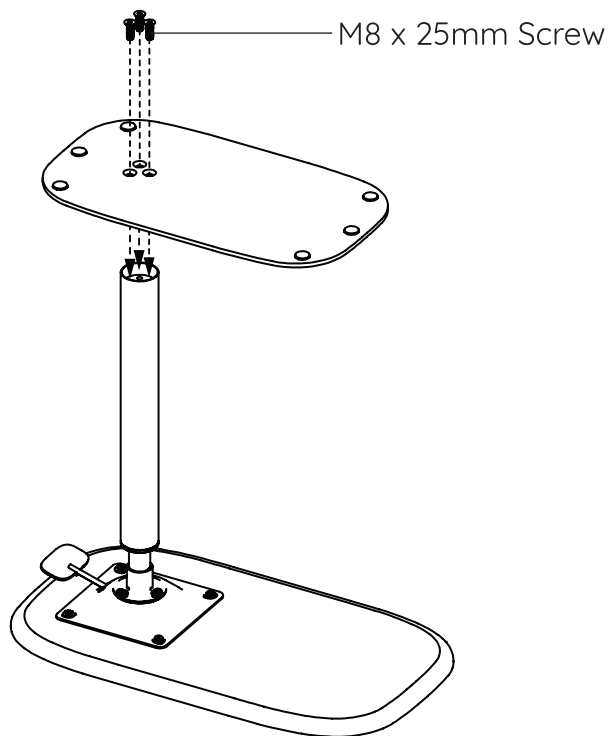
Place the **Table Top** (x1) upside down on a clean, flat surface. Align the **Mechanism** (x1) to the threaded holes in the **Table Top**, ensuring the **Handle** is positioned facing away from the Front Edge of the **Table Top**. Secure the **Mechanism** using the **M6 x 16mm Screw** (x4), **Lock Washer** (x4), and **Flat Washer** (x4). Tighten securely using the **Allen Key**.

2



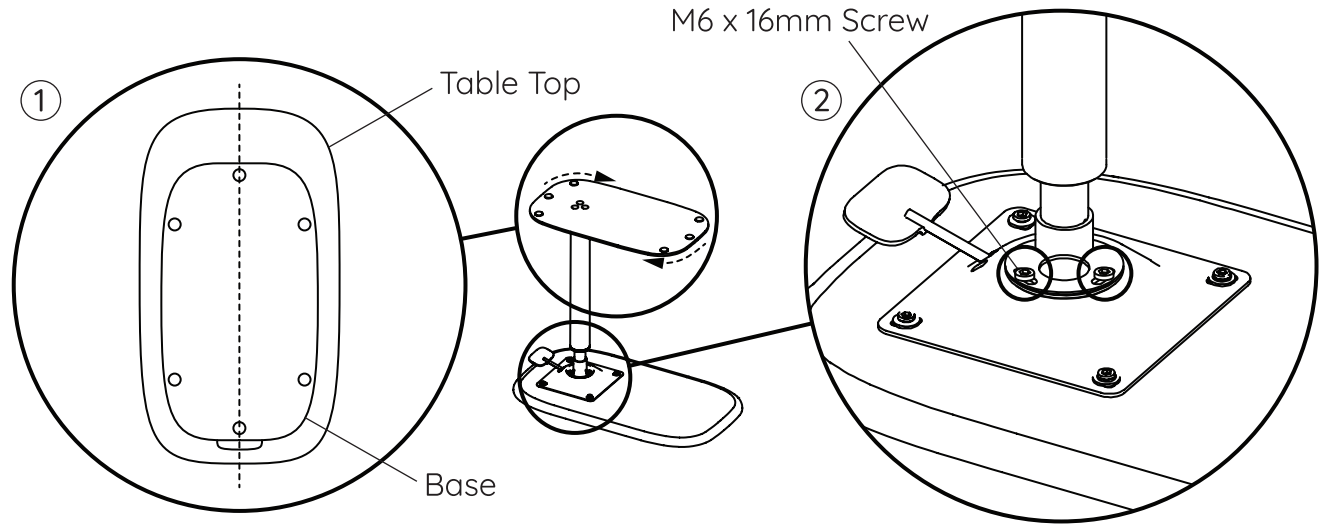
Attach the **Cylinder** (x1) to the **Mechanism** (x1) using the **M6x16mm Screw** (x3), **Flat Washer** (x3), and **Lock Washer** (x3). Using the **Allen Key**, only partially tighten so that the **Cylinder** can still rotate on the **Mechanism**.

3



Attach the **Base** (x1) to the bottom of the **Cylinder** (x1) using the **M8 x 25mm Screw** (x3). Tighten securely using the **Allen Key**.

4



With the table still upside down, carefully rotate the **Base**. Align it perfectly with the **Table Top** so that there are no directional differences between the surfaces (loosening the bolts shown in bubble 2 if needed).

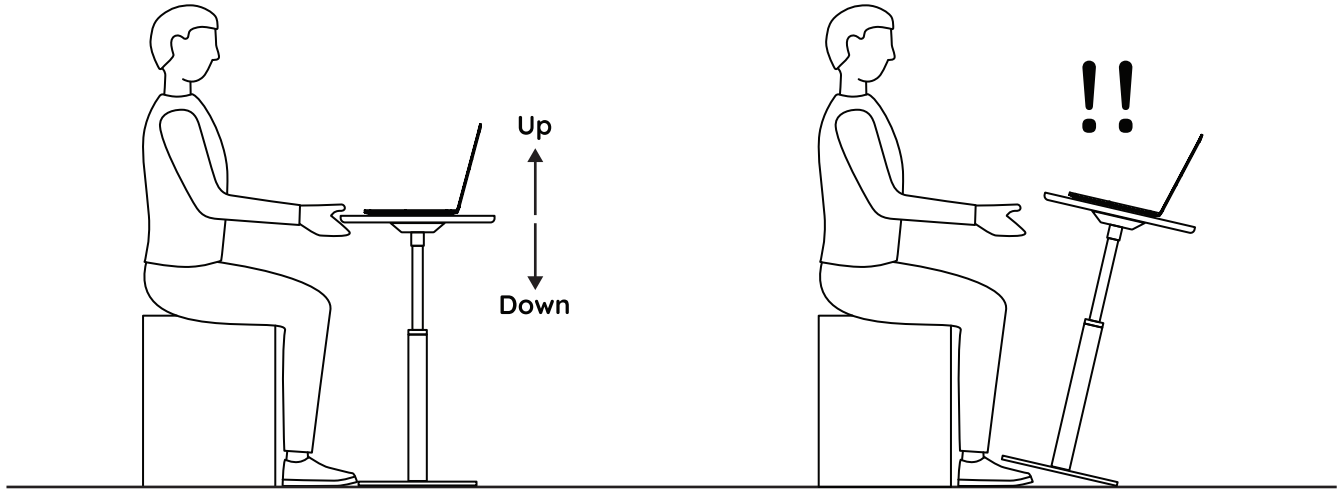
With the **Base** and **Table Top** aligned, use the **Allen Key** to fully tighten the **M6x16mm Screws** (x3) connecting the **Cylinder** to the **Mechanism**, ensuring there is no rotation for the **Base** and **Table Top**.

5



With the help of a friend, carefully turn the **Personal Table** over onto its **Base**.

User Guide



The **Personal Table** assists in raising and lowering the height position. The assistance level may vary depending on the weight on the surface. When **raising up**, guide the **Personal Table** carefully, matching its pace with both hands. When **lowering down**, utilize both hands to push downward, adjust your posture if needed to manage the assistance.

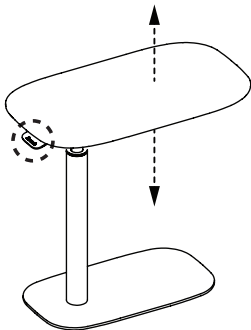


* **Caution:** When using the **Personal Table** with items on the surface, prevent tipping by using both hands and adjusting the height carefully.

User Guide (Continued)

Table Height:

Paddle under table



To raise table top height:

Pull the lever up while gently pulling the table surface upward if needed.

To lower table top height:

Push down on the table surface with both hands on either side of the surface while pulling the paddle up.

Maximum Weight:

Table Surface



Weight Limit:

Do not place more than 30 lbs atop the Personal Table Surface.

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

FAQ & Troubleshooting

Issue

Answer

My table is slightly wobbling side to side after assembly.

If the table feels unstable, check that all screws connecting the Base to the Cylinder and the Mechanism to the Table Top are fully tightened. Retighten every six months.

How can I keep the table surface clean?

Wipe with a dry microfiber cloth or duster. For more stubborn grime, use a solution of mild dish soap and warm water, applying it with a damp cloth and wiping dry with a clean cloth. Avoid using abrasive cleaners or harsh chemicals.

Contact

Have a question, comment, or suggestion?

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V1.0-2026-01-10

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