

Verve 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.
- 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

Headrest (Optional)

x1

Backrest

x1

Seat

x1

Right Arm

x1

Left Arm

x1

5 Star Base

x1

Bridge

x1

Casters

x5

Cylinder

x1



Backrest Screws
x4



Backrest Lock Washer
x4



Backrest Washer
x4



Armrest Screws
x4



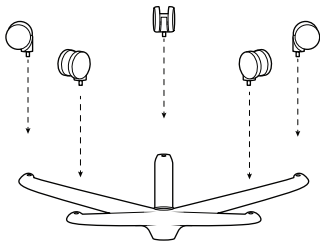
Hex / Allen Key
x1



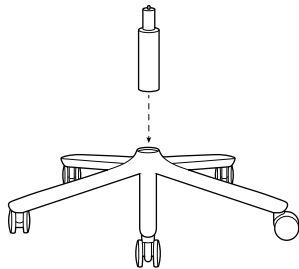
Headrest Screws
(Optional) x2

1

①



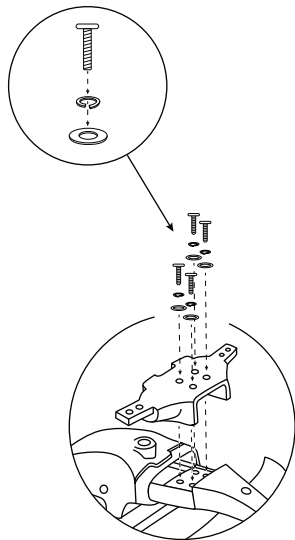
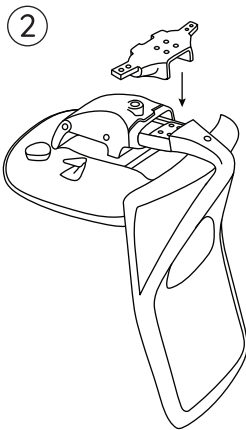
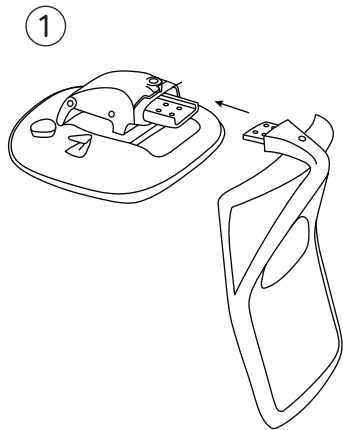
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With the **Star Base** upside-down, push the **Casters** (x5) into each hole with a fair amount of force (they should 'pop' in). Once completed, turn over so the casters on are on the floor and insert the **Cylinder** into the **Star Base** with the larger end on the bottom.

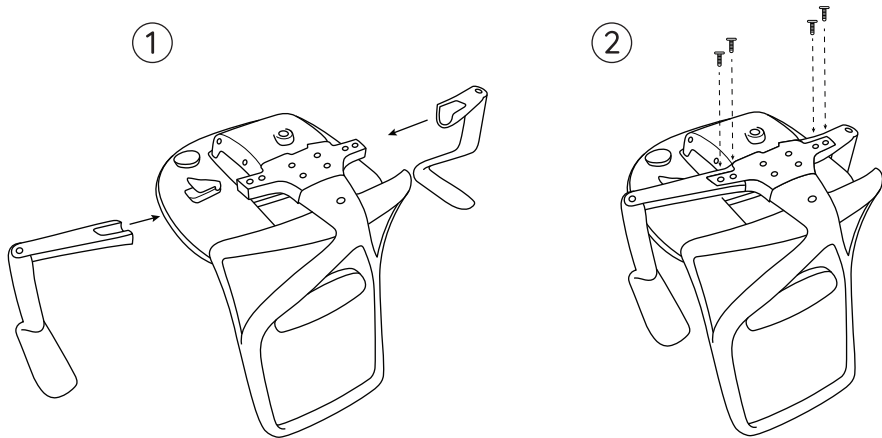
Set the assembled base aside for now - we'll get back to it later!

2



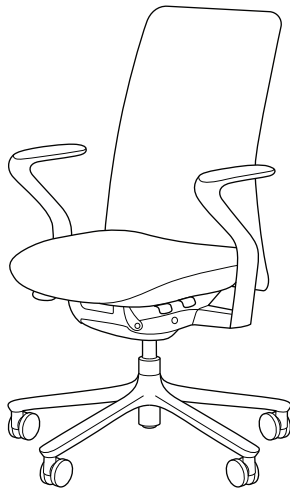
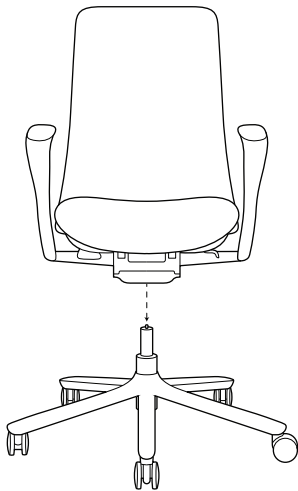
With the **Seat** upside-down (either on your lap or on top of the shipping box), align the **Backrest** mounting bracket onto the seat as shown. Place the **Bridge** over the mounting bracket and attach with the **Backrest Screws** (x4), **Lockwashers** (x4), and **Washers** (x4). Screw tight with the **Allen Key**.

3



While the seat is still up-side down, insert the **Armrests** (x2) into both sides of the **Bridge**. Next, attach with the **Armrest Screws** (x4), and tighten with the **Allen Key**.

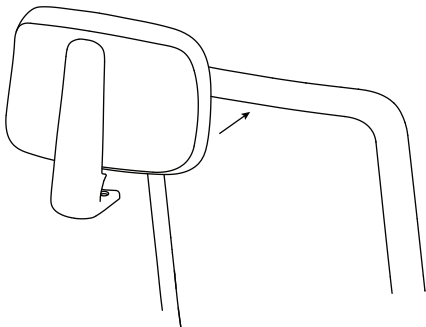
4



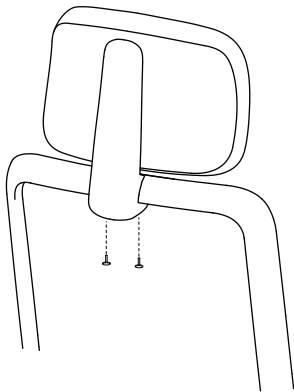
Carefully align the hole on the bottom of the fully assembled **Chair Seat** with the top of the **Cylinder**. Once aligned, push down to ensure everything is properly seated.

5 (optional)

①



②

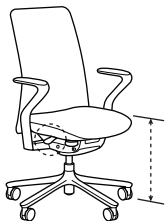


Attach **Headrest** to the top rear of the chair back frame. Align the holes on the **Headrest** base to the chair frame, insert both **Headrest Screws** (x2), and tighten with the **Hex Allen Key**.

User Guide

Seat Height:

Paddle-shaped lever on the right side



To raise:

While taking your weight off the chair, lift lever up.

To lower:

While seated, lift lever up.

Seat Depth:

Rear paddle-shaped lever on the left side



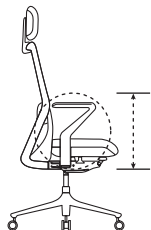
To adjust depth:

Pull out and hold lever while sliding the seat forward or backwards.

Release lever to lock.

Armrest Height Adjustment:

The armrests have 8 height adjustment positions



To raise:

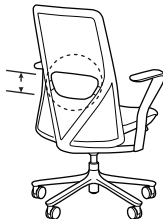
Slowly lift each armrest. You'll hear a light 'click' at each position.

To lower:

Raise the armrest to the top, then lift again until a strong 'click' is heard. Lower to reset.

Lumbar Height:

The lumbar cushion is located behind the backrest



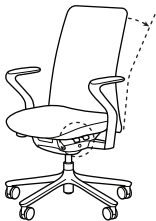
To adjust:

Using two hands, slide the cushion up or down to the desired position.

User Guide Cont.

Backrest Tilt & Lock:

Front paddle-shaped lever on the left side



To recline:

Pull the lever out and wait for the 'click'. The recline is now locked. You can also lock at various angles using the same method.

To disengage:

Pull the lever while leaning back at the same time.

Backrest Tilt Tension:

Round knob below the seat on the right side

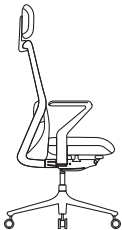


To adjust tilt tension:

While seated in the chair, twist clockwise to tighten tilt tension and counterclockwise to loosen it.

Headrest Adjustment:

Base of Headrest



To adjust position:

Slide headrest up and down to adjust headrest height.

Contact

Have a question, comment, or suggestion?

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