

# Ergonomic Chair

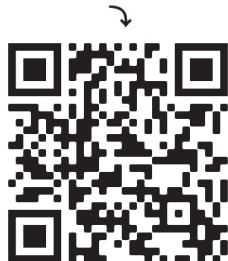
Assembly Guide

**Branch**



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

Scan here for a digital copy  
of your assembly guide.





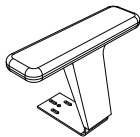
# Caution

- Use this product only for seating one person at a time.
- Some screws may be preassembled. If preassembled, ignore assembly instructions.
- 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



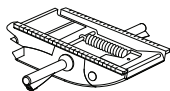
Backrest (x1)



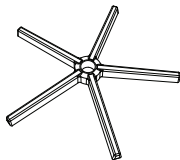
Armrest (x2)



Seat (x1)



Mechanism (x1)



5 Star Base (x1)



Cylinder (x1)



Casters (x5)



Back Bolt  
20mm (x3)



Armrest Bolt  
30mm (x2)



Spring  
Washer (x3)



Flat  
Washer (x5)



Hex  
Nut (x2)\*

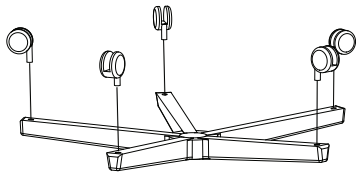


Allen Key  
5mm (x1)

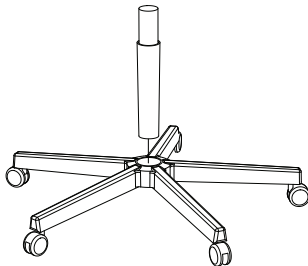
\*pre-installed  
in armrests

# 1

①



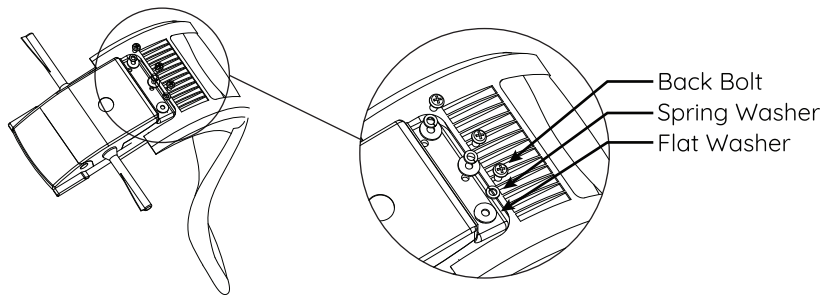
②



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 **5 Star Base** with the larger end on the bottom.

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

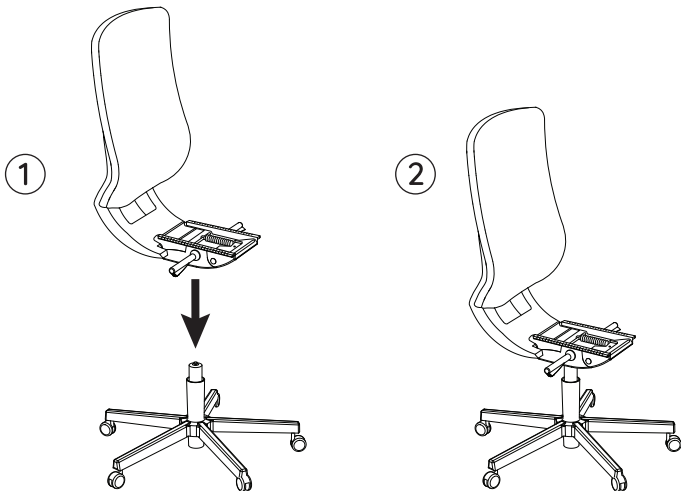
# 2



First, thread each of the **Back Bolts (x3)** with a **Spring Washer (x3)** and then a **Flat Washer (x3)**. With the **Backrest** and **Mechanism** upside down, slide the seat back into the slot of the Mechanism. Then, using the **Allen Key**, screw in the middle bolt loosely first to hold the two pieces together, secure the left and right bolts, then return to and tighten the middle bolt.

**Branch Tip:** Use your chair box as a table to help! Place the Mechanism on top of the box while letting the Backrest hang over the side to make it easier to attach both pieces.

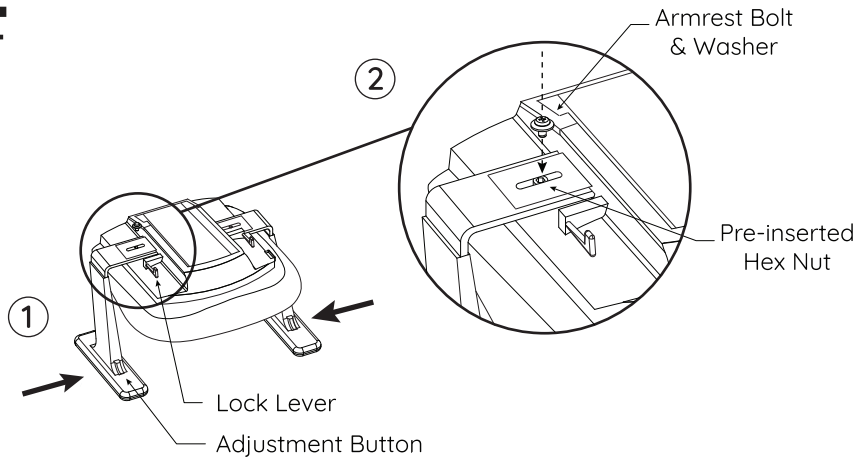
# 3



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

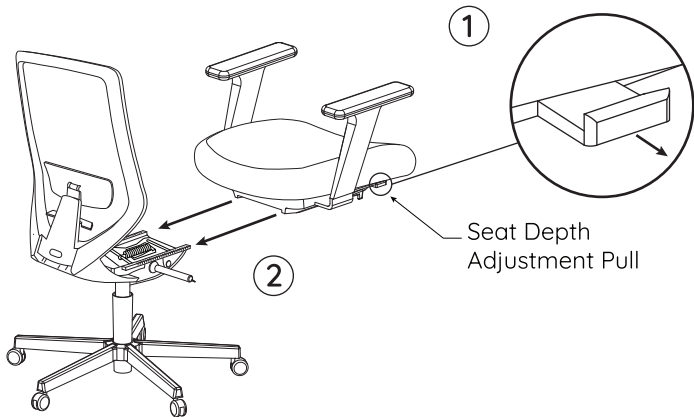


# 4



With the **Cushion** upside down, insert **Armrests (x2)** into the sides of the chair, making sure the armrest Adjustment Buttons face the front of the seat (the same direction as the Lock Levers shown above). Next, thread each of the **Armrest Bolts (x2)** and **Flat Washers (x2)** making a strong connection with the pre-inserted hex nuts in the **Armrests**, and tighten.

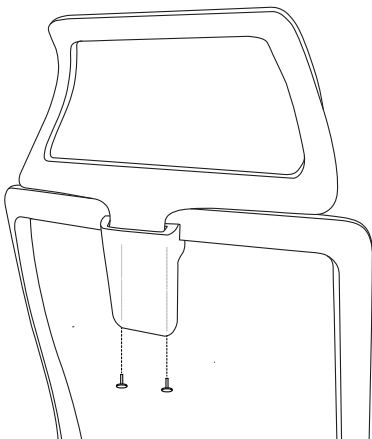
# 5



Grab the seat you assembled in Step 4. On the right side of the **Cushion**, hold the **Seat Depth Adjustment Pull** open 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, and release the Pull to secure

**Caution:** The seat is only secure once a click is heard when fastening it to the frame.

# 6 (optional)



To install: Attach **Headrest** to the top rear of the chair back frame. Align the holes on the headrest base to the chair frame, insert both **Screws**, 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, lift lever up.

To lower:  
While seated, lift lever up.

## Seat Tilt & Lock:

Paddle-shaped lever on left side



To recline:  
Twist the lever and lean back. Twist again to lock.

To return upright:  
While seated, twist lever to unlock. Lean back until you hear a click, then lean forward.

## Armrest Width:

Lever by base of each armrest



To adjust width:  
Pull out levers and slide the base of each arm out or in. Push levers in 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.

**Seat Tilt Tension:**  
Center round knob below cushion



To adjust tilt tension:  
Standing in front of the  
chair, twist clockwise to  
tighten tilt tension and  
counterclockwise to  
loosen it.

# FAQ & Troubleshooting

Issue	Phase	Suggestion
The armrest bolts don't seem fully tightened.	Assembly	The bolts attaching the armrests to the chair should permit them to slide. Use the locking levers to tighten.
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.
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	If your chair is stuck mid-tilt, recline all the way back until you hear a click. That will reset the tilt lock and your chair back should rise to upright.
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 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 the lumbar pad by rotating it 90 degrees and applying firm pressure until it pops off. Contact us if you need help or want an ergonomic consultation.

# Contact

Have a question, comment, or suggestion?

[hello@branchfurniture.com](mailto:hello@branchfurniture.com)  
[branchfurniture.com](http://branchfurniture.com)

**Branch**