

# Softside Chair

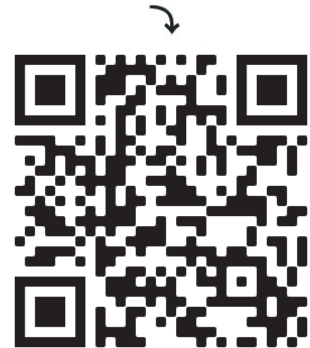
Assembly Guide

**Branch**



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

Scan here for a digital copy  
of your assembly guide.

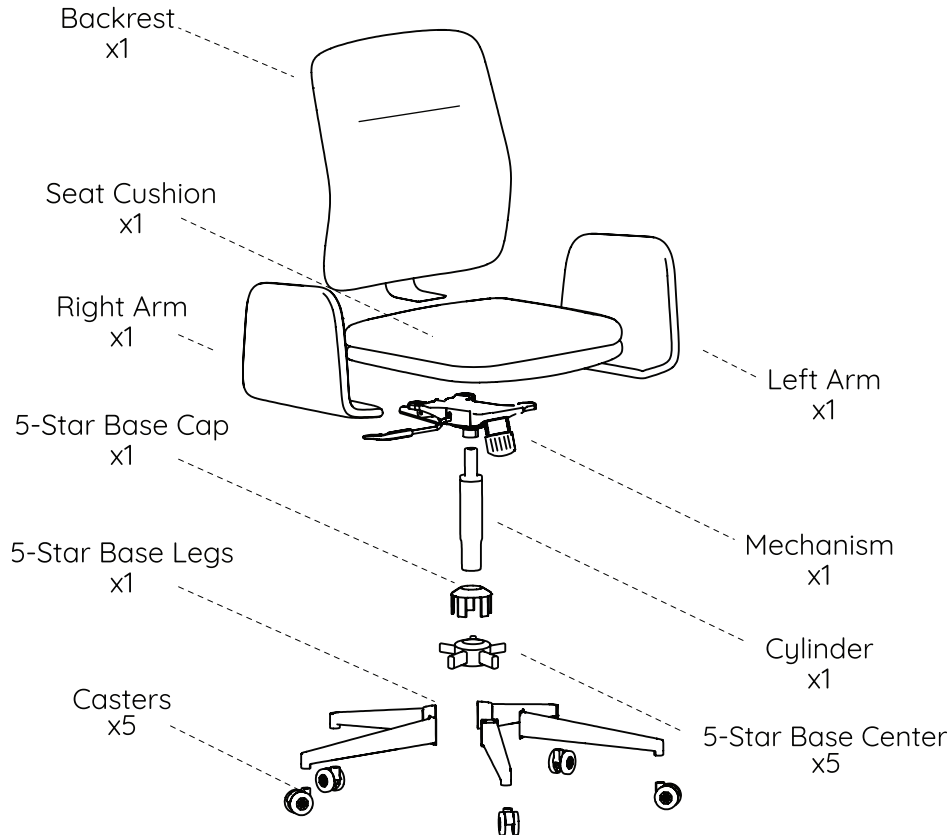




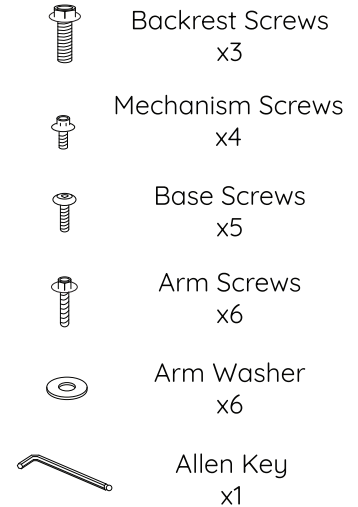
# Caution

- 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 Branch-Authorized replacement parts.
- Failure to follow these warnings could result in serious injury.
- Do not breakdown the box until after chair is assembled, as it can be used in chair assembly.
- 2 Person Assembly Required

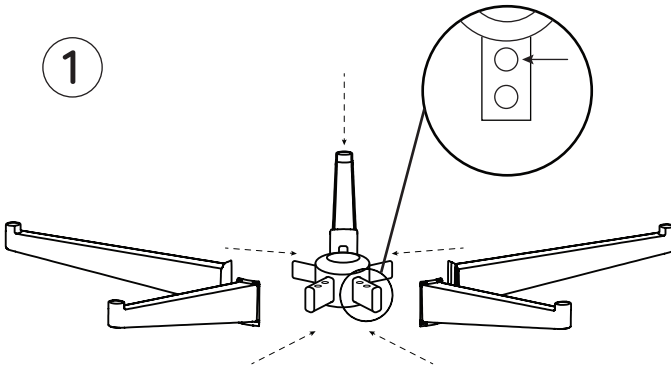
# Components



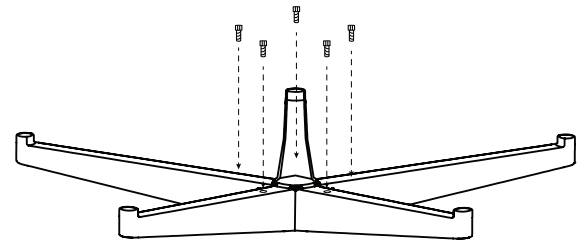
## Included Hardware



# 1

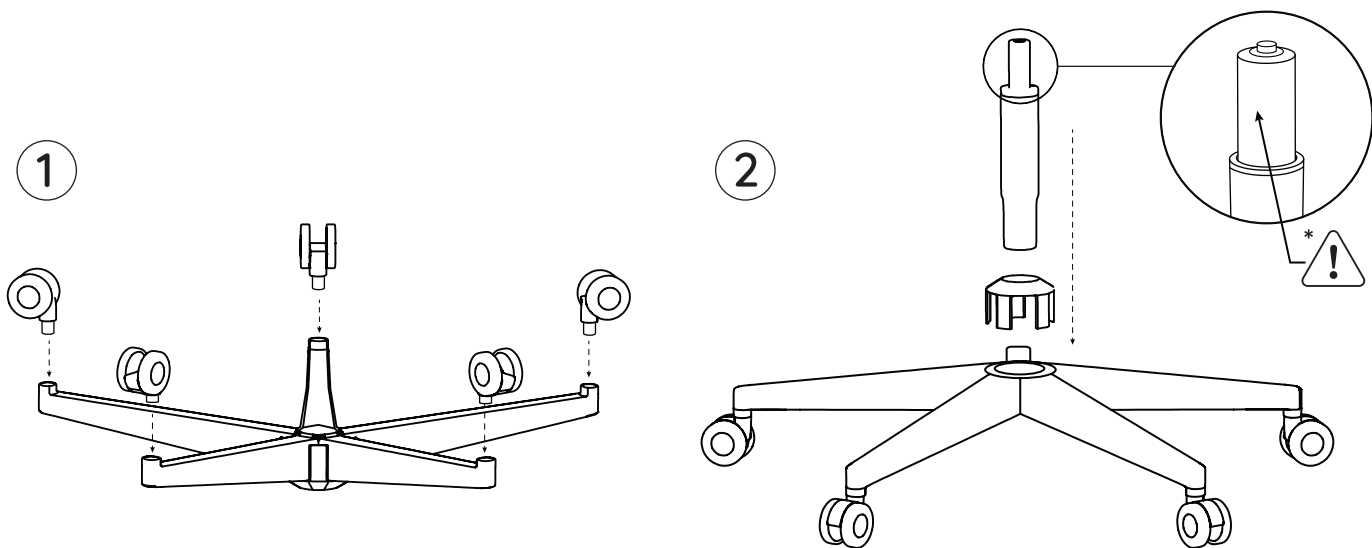


2



Remove the **5-Star Base Cap** (x1) and lay the **5-Star Base Center** (x1) upside-down on a clean and flat surface. Align and position the **5-Star Base Leg** (x5) hole over the inner hole of the **5-Star Base Center**. Tightly secure with the **Base Screw** (x5) using the included **Allen Key** (x1). Repeat for the other Base Legs.

# 2

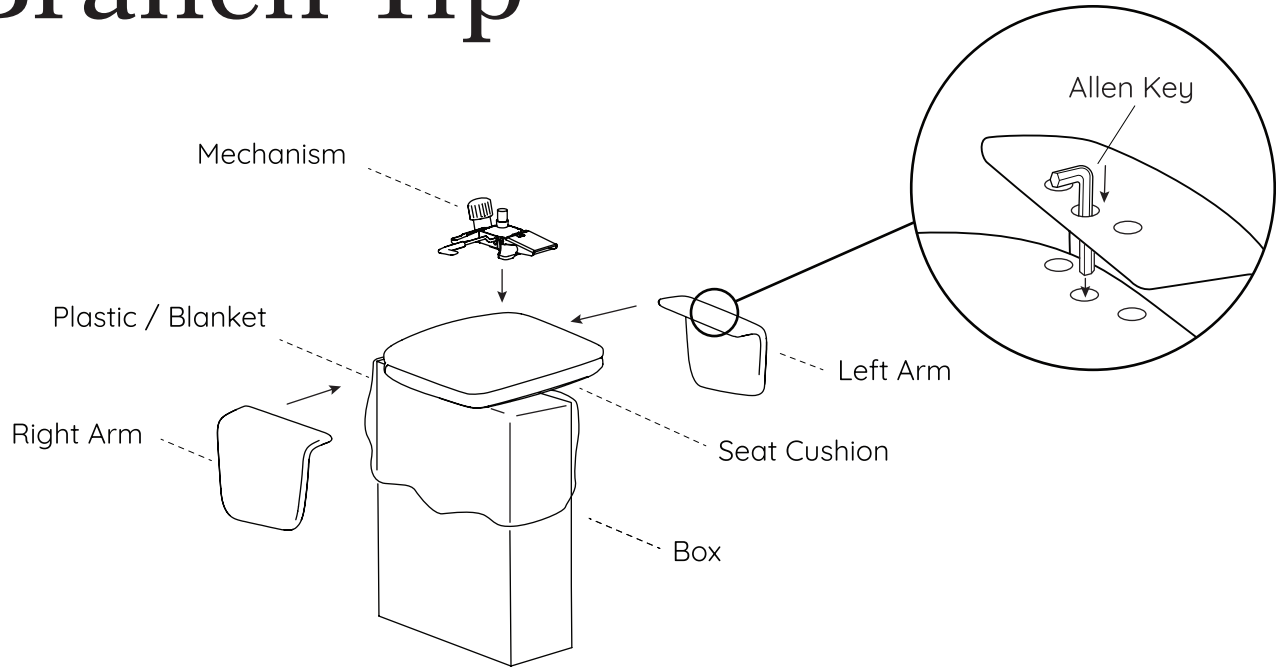


With the 5 Star Base still upside-down, push the **Casters** (x5) into each hole with a fair amount of force (they should 'pop' in). Once completed, turn over so the casters are on the floor and insert the **5 Star Base Cap** (x1) and **Cylinder** (x1) into the 5 Star Base with the larger end on the bottom. Set the assembled base aside for now - we'll get back to it later!



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

# Branch Tip

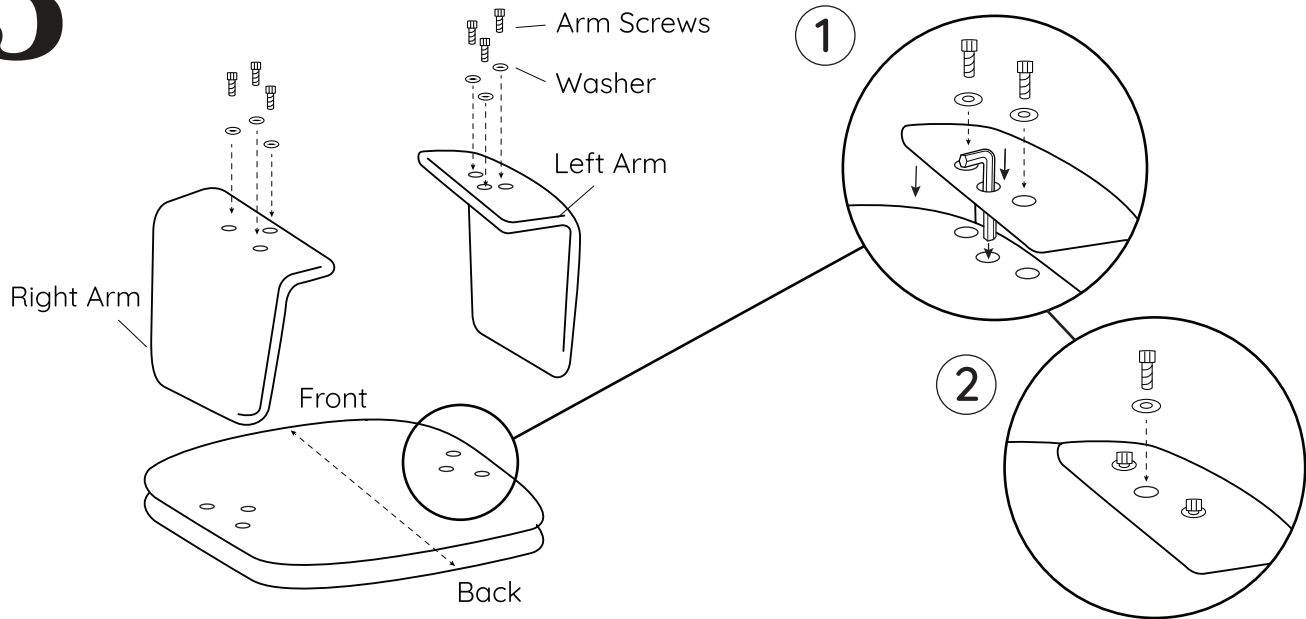


The Box your chair arrived in can serve as a helpful platform for assembling your Softside Chair. Using a blanket or the included plastic inside the box, carefully cover the top portion of the box to prevent dirt from staining the chair or your clothing.

The Allen Key used to assemble your chair can also serve as a useful tool to align the Chair Arms to the Seat Cushion when attaching. Keep it close for aligning the components during the next few steps of assembly.

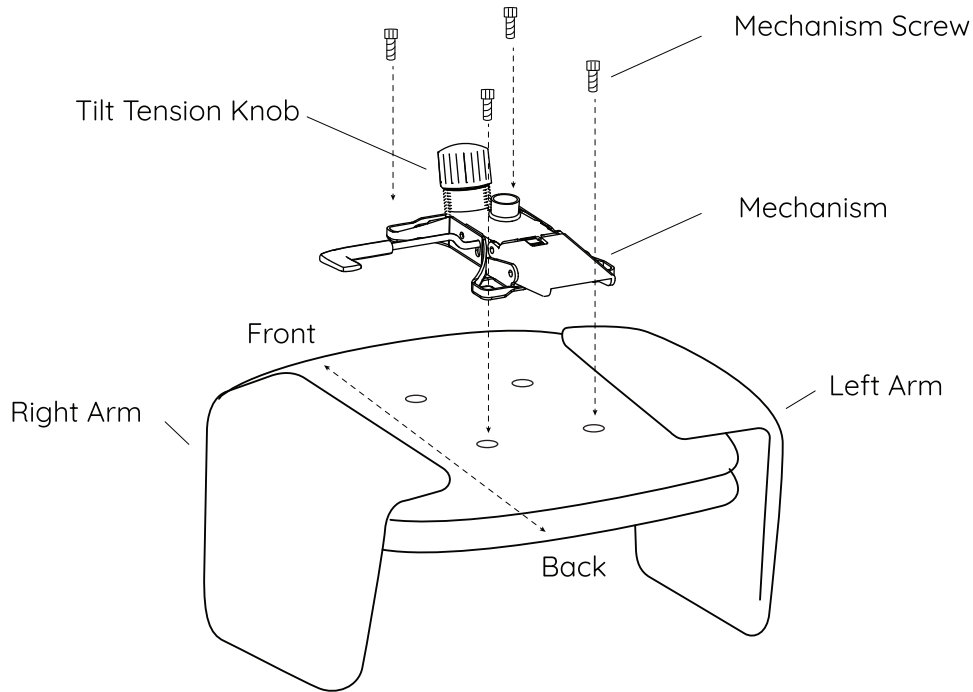


# 3



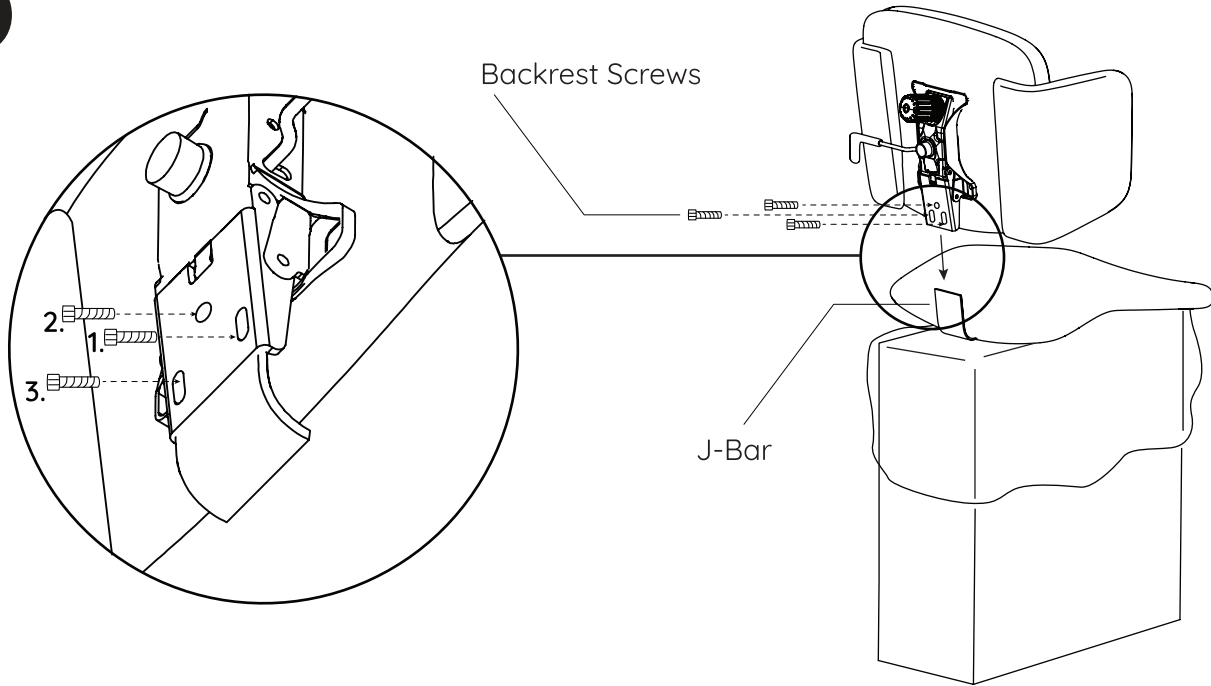
Carefully position the **Seat Cushion** (x1) upside down on the covered shipping box as noted on the previous page. Feel free to ask a friend for help if you need. First, grab one of the **Arms** (x2) and insert the **Allen Key** through the center hole in the arms, placing it through to the center arm hole in the seat. Ensure the **Allen Key** is perpendicular to the surface and other arm holes align with holes on the seat. Once in place, insert the surrounding **Arm Screws** (x2) with the **Arm Washers** (x2) and hand tighten. Remove the Allen Key and insert the remaining **Arm Screw** (x1) and **Arm Washer** (x1) until partially secured. Next, use the included **Allen Key** to securely tighten all three screws. Repeat for the other Arm.

# 4



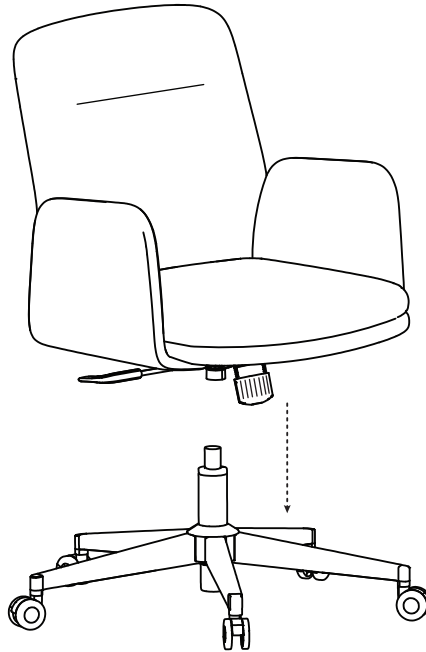
Align and position the holes on the **Mechanism** (x1) over the holes on the bottom of the **Seat Cushion**, making sure the Tilt Tension knob is facing forward. Securely tighten the **Mechanism Screws** (x4) using the included **Allen Key**

# 5



Carefully position the **Backrest** (x1) with the J-Bar facing up. Have a friend help you guide the **Mechanism** onto the J-Bar of the **Backrest**. Align the holes on the **Backrest** to the holes on the **Mechanism**. Insert the first **Backrest Screw** (x3) into the center hole and tighten by hand. Next, insert the remaining **Backrest Screws** by hand until partially secured. Finally, tighten all three screws using the included **Allen Key**.

# 6



Carefully turn the assembled seat upright and locate the center hole of the **Mechanism** (x1) over the **Cylinder** (x1). Push down firmly until the connection is secure.

# User Guide

## Seat Height:



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

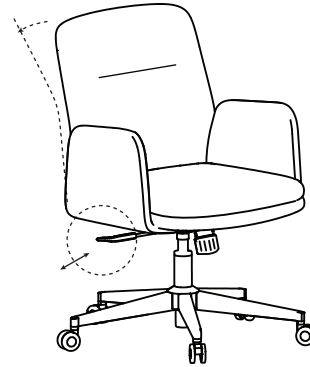
**To lower:**  
While seated, lift lever up.

## Tilt Tension:



**To adjust:**  
Rotate the knob located underneath the seat clockwise or counterclockwise to adjust the tilt tension to your preferred level of resistance.

## Backrest Tilt & Lock:



**To recline and lock:**  
Push the lever in to lock the angle in one of three positions.

**To Disengage:**  
Pull the lever out and lean back until you hear a click, then lean forward.

# Contact

Have a question, comment, or suggestion?

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# Branch