

Branch



ERGONOMIC CHAIR Assembly & User Guide

Branch helps entrepreneurs and teams of all sizes furnish with premium products that don't break the bank. With a full line of workstation, collaboration and lounge furniture, we're your one stop shop to create an inspiring workspace that helps you work healthy and happy.

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Chair Components

The Branch Ergonomic Chair takes about twenty minutes to assemble. Just six steps to a better workday—you ready?

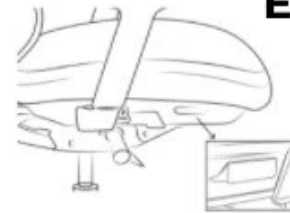
If you have questions, never fear—we have human customer support and we're ready to help. Contact us on live chat, or email hello@branchfurniture.com, and we'll share assembly tips or set up a video consult.

CHAIR COMPONENTS

5* A



E



B



F



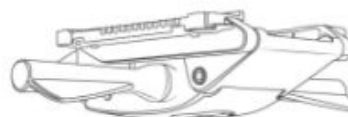
C



2* G



D



Back Bolt (20mm) x3



Armrest Bolt (30mm) x2



Hex Nut x2



Flat Washer x5



Spring Washer x3



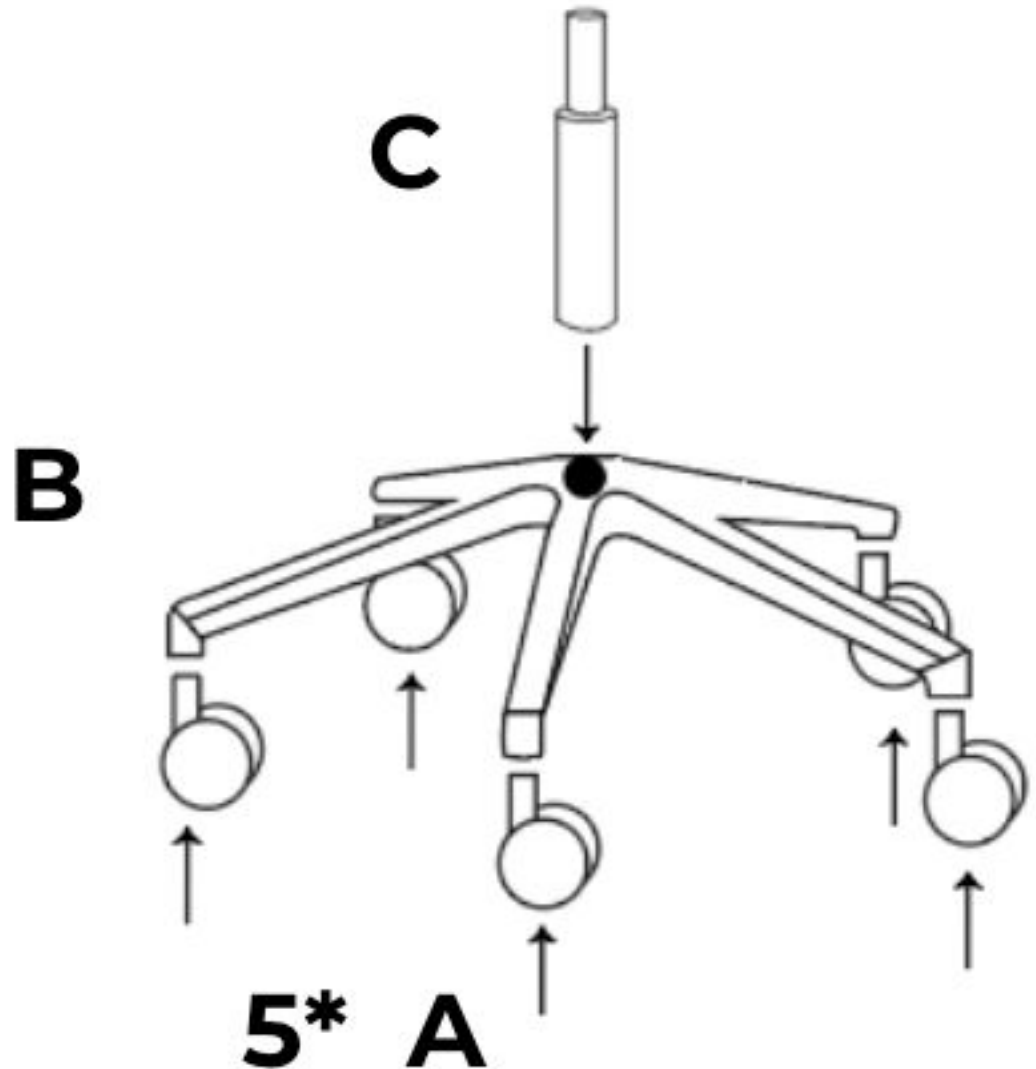
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Step 1

With the five-star base upside-down, push the five castors into each hole. Once completed, turn over so the wheels are on the floor and insert the cylinder into the five-star base. No tools necessary.

Set the assembled base aside for now—we'll get back to it later.

BRANCH TIP: Place the larger end of the cylinder through the top of the five-star base center hole



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Step 2

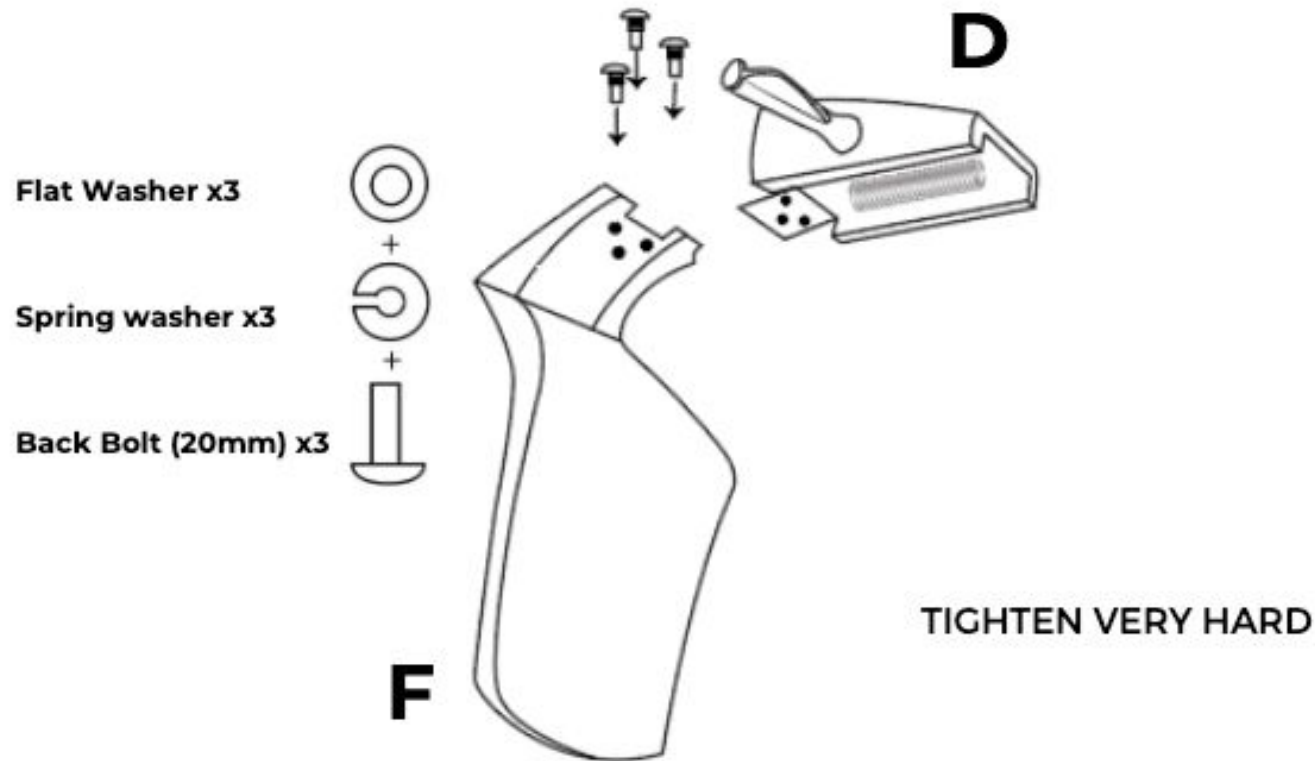
Thread each screw with a spring washer and then a flat washer.

With the chair back and mechanism upside down, slide the chair back into the slot of the chair mechanism.

Secure the middle screw loosely first to hold the two pieces together, then secure the left and right screws.

Once assembled, set the chair frame aside for now.

BRANCH TIP: Tighten these screws as hard as you can to make sure the back is stable—there should be no rattle or movement.

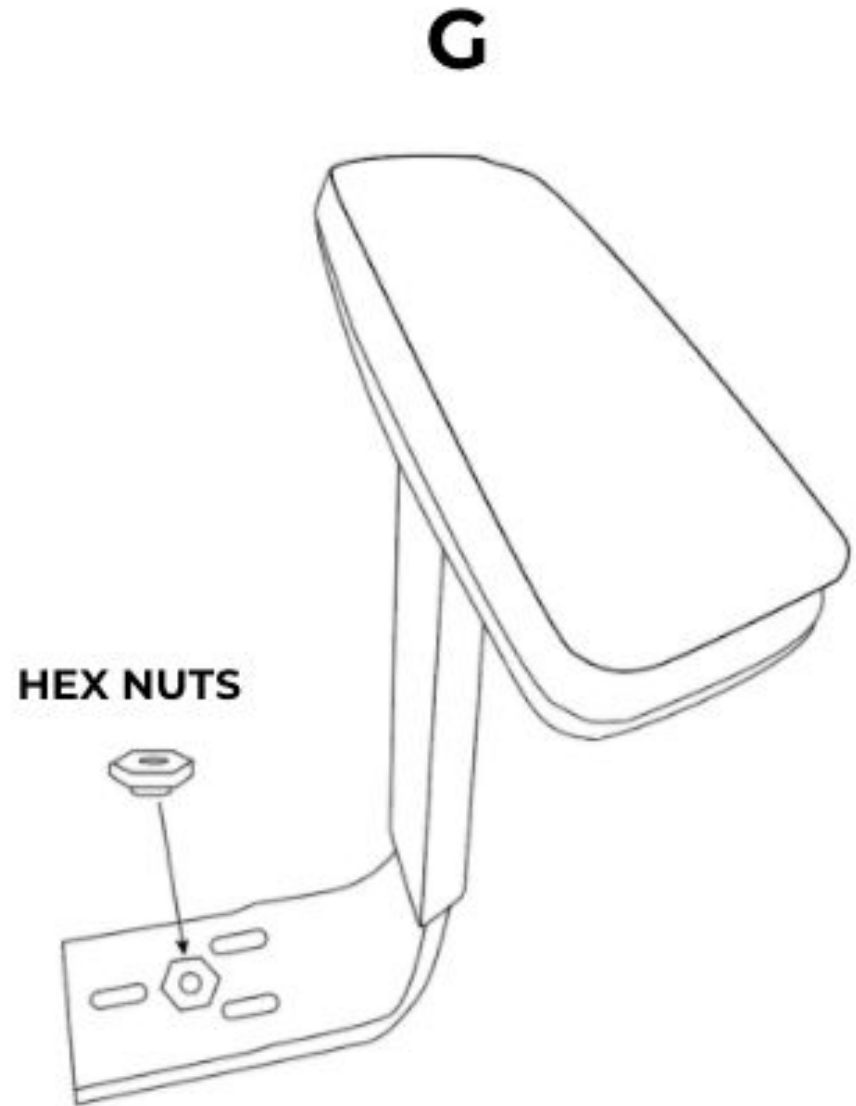


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Step 3

Place the hex nut inside the hex hole in the armrest so that it lays flat. Repeat for both armrests.

BRANCH TIP: If you're having trouble inserting the hex nut, use a hammer to gently tap it in.



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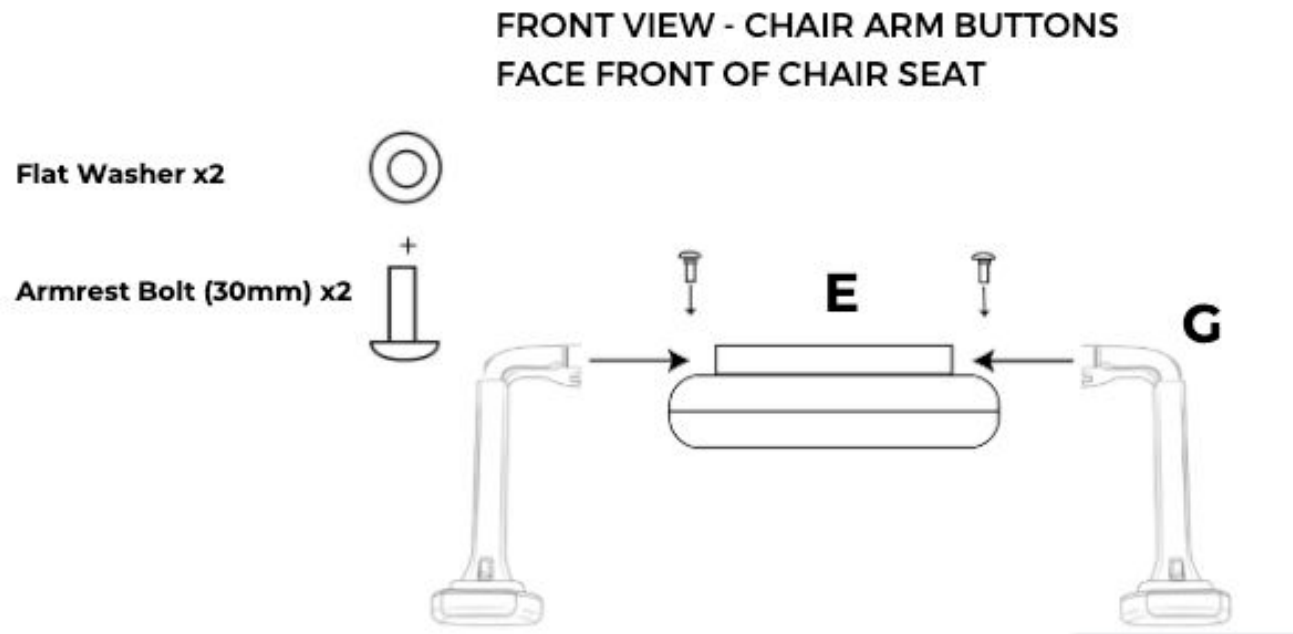
Step 4

With the chair seat upside down, insert both armrests into the sides of the chair seat, making sure the adjustment buttons face the front of the chair.

(Note: the front of the seat has a square lever on left side when upside down).

Insert screws into the hex nuts and tighten.

BRANCH TIP: The screws will not tighten fully or be flush. That's okay! Make sure the armrests slide back and forth freely once attached. You'll use the armrest levers to lock them in place at the right width.



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Step 5

Grab the chair frame and insert it into the pneumatic cylinder. Push down firmly to secure.



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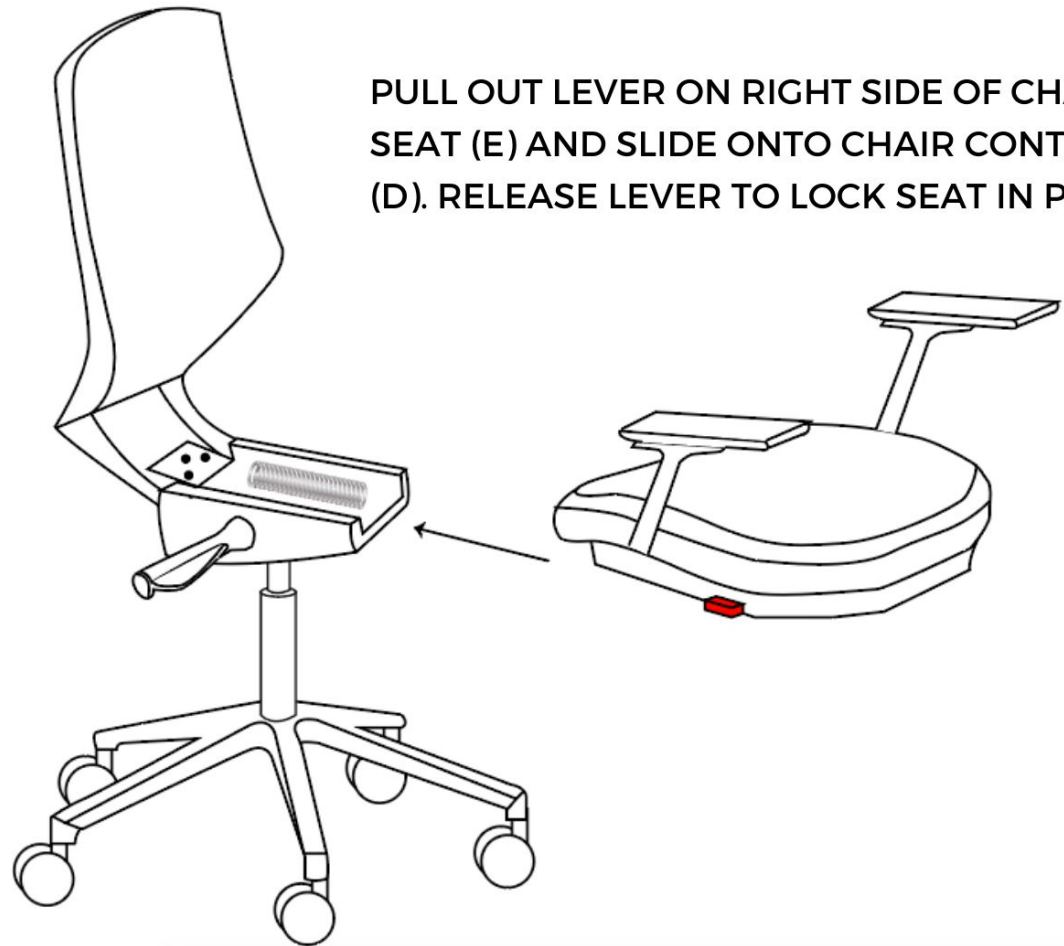
Step 6

Get the assembled seat and pull out the square lever on the right side of the chair.

Holding the lever open, slide seat onto chair base. Push the seat all the way to the back of the base and release the lever to secure.

BRANCH TIP: Use the square lever to adjust the depth of the seat once it's attached.

PULL OUT LEVER ON RIGHT SIDE OF CHAIR SEAT (E) AND SLIDE ONTO CHAIR CONTROL (D). RELEASE LEVER TO LOCK SEAT IN PLACE

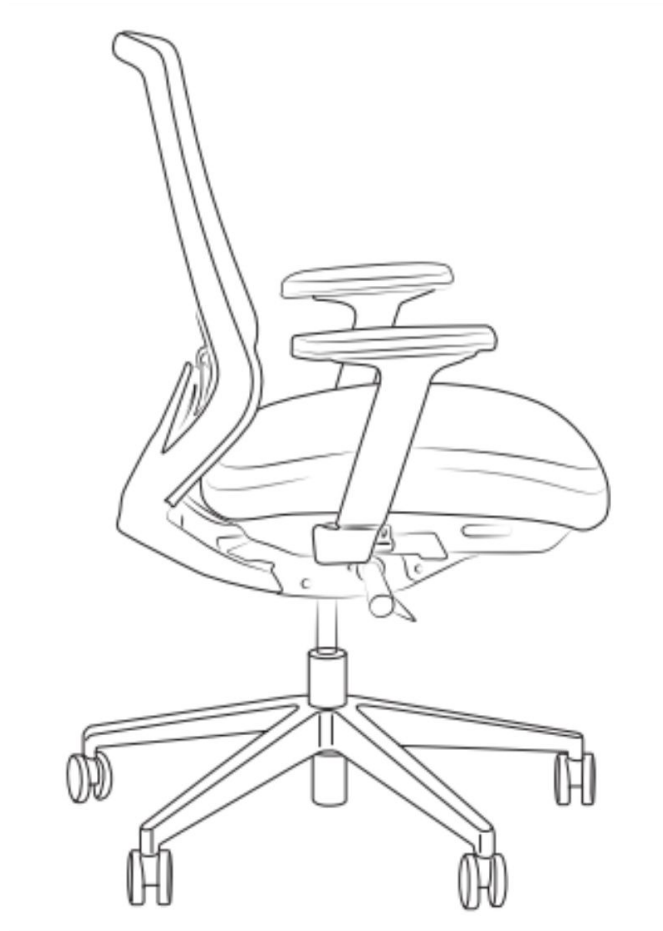


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Step 7

BRANCH TIP: Enjoy! Take a seat and go for a test drive.

- **Height:** twist the right lever to move height up and down
- **Tilt:** twist the left lever and lean to recline, twist again to lock
- **Armrest Width:** lock your side levers at desired width to ensure stability
- **Armrest Height / Depth:** push buttons on armrests to adjust height, slide for depth
- **Lumbar:** push at base to move up or down
- **Seat Depth:** pull the square lever to move seat in and out



FAQ & Troubleshooting

Need help with your chair?
Our answers to common questions and issues are here.

If you still have questions about your chair, get in touch with us via email or chat and we'll be happy to help.

ISSUE	PHASE	SUGGESTION
The hex nut won't fit into the insert on the armrests.	Assembly	Use a mallet or hammer to gently tap the hex nuts into the insert.
The armrest bolts don't seem fully tightened.	Assembly	The bolts attaching the armrests to the chair should permit them to slide. Use the the locking levers to tighten (see below).
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 neutral.
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 either side of the lumbar support to adjust it up or down.

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Happy Working

Whether you're trading stocks, shipping code, writing the Great American Novel or just browsing around—we hope your new Ergonomic Chair keeps you working healthy and happy.

Get in touch anytime for ergonomics advice. We're here to help.



Share your office set-up with us on Instagram and tag us @branchfurniture for a chance to be featured.

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