



## Branch Ergonomic Chair Installation Guide

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# Branch

**Branch Ergonomic Chair**



## Product Information

### Specifications:

- Product: Ergonomic Chair
- Components: Backrest, Armrests (2), Seat, Mechanism, Back Bolt, Armrest Bolt, Springs (20mm x3, 30mm x2), Washer (x3), 5 Star Base, Cylinder, Casters (5), Flat Washer (x5), Hex Nut (x2 – pre-installed in armrests)

## Product Usage Instructions

### Step 1: Unboxing

Open the package and carefully remove all components from the box.

### Step 2: Assembling the Chair

1. Attach the backrest to the seat using the provided bolts and washer.
2. Connect the armrests to the seat by securing them with the pre-installed hex nuts.
3. Insert the mechanism into the seat and secure it in place.
4. Attach the 5 Star Base to the mechanism at the bottom of the chair.
5. Install the casters into the base of the chair.

### Step 3: Adjustments

Once assembled, adjust the height of the chair by using the cylinder to achieve optimal seating position. Ensure all components are securely fastened before use.

## FAQ

**1. Q: How do I clean my ergonomic chair?**

A: Use a mild soap and water solution with a soft cloth to clean the chair. Avoid harsh chemicals that may damage the material.

**2. Q: Can I adjust the armrest height?**

A: The armrests on this chair are not height-adjustable but are designed to provide ergonomic support for your arms.

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

Scan here for a digital copy  
of your assembly guide.



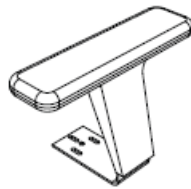
**Caution**

- 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**



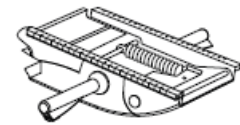
Backrest (x1)



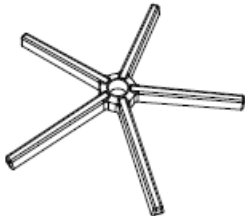
Armrest (x2)



Seat (x1)



Mechanism (x1)



5 Star Base (x1)



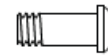
Cylinder (x1)



Casters (x5)



Back Bolt  
20mm (x3)



Armrest Bolt  
30mm (x2)



Spring  
Washer (x3)



Flat  
Washer (x5)



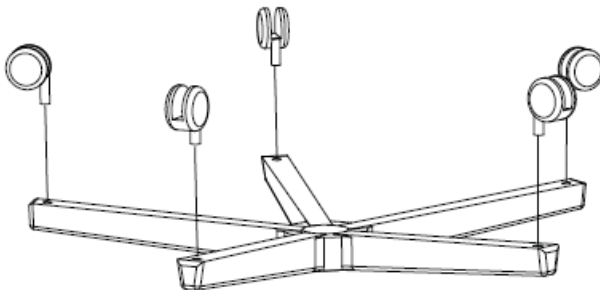
Hex  
Nut (x2)\*

\*pre-installed  
in armrests

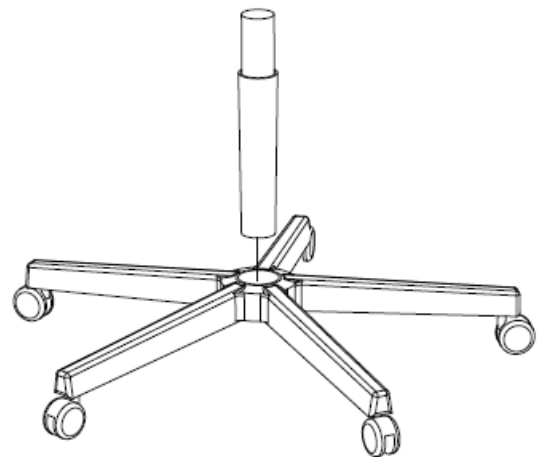


Allen Key  
5mm (x1)

1

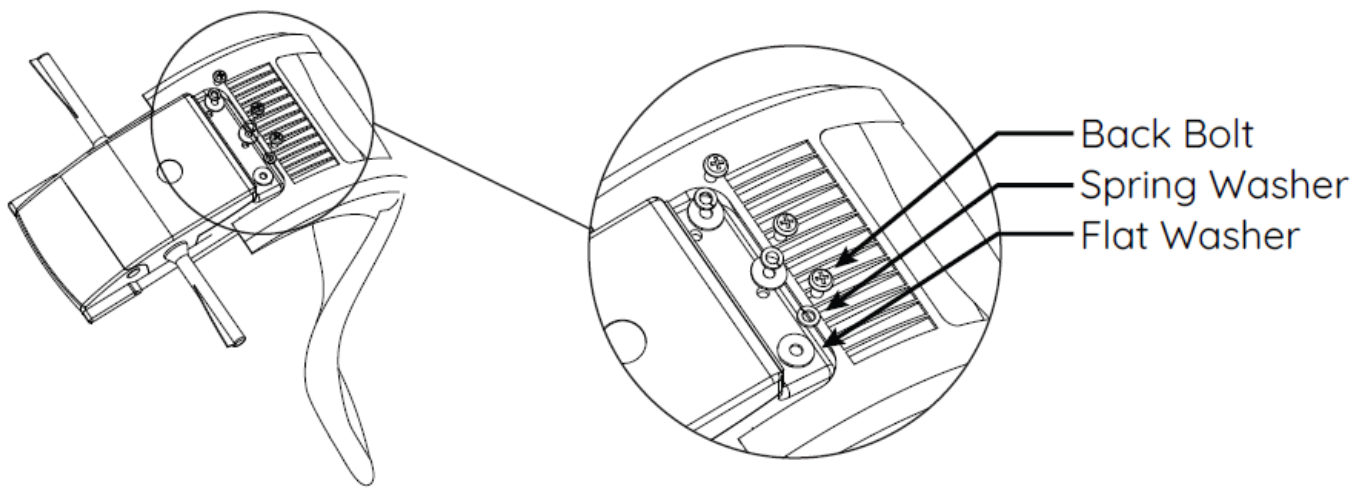


2

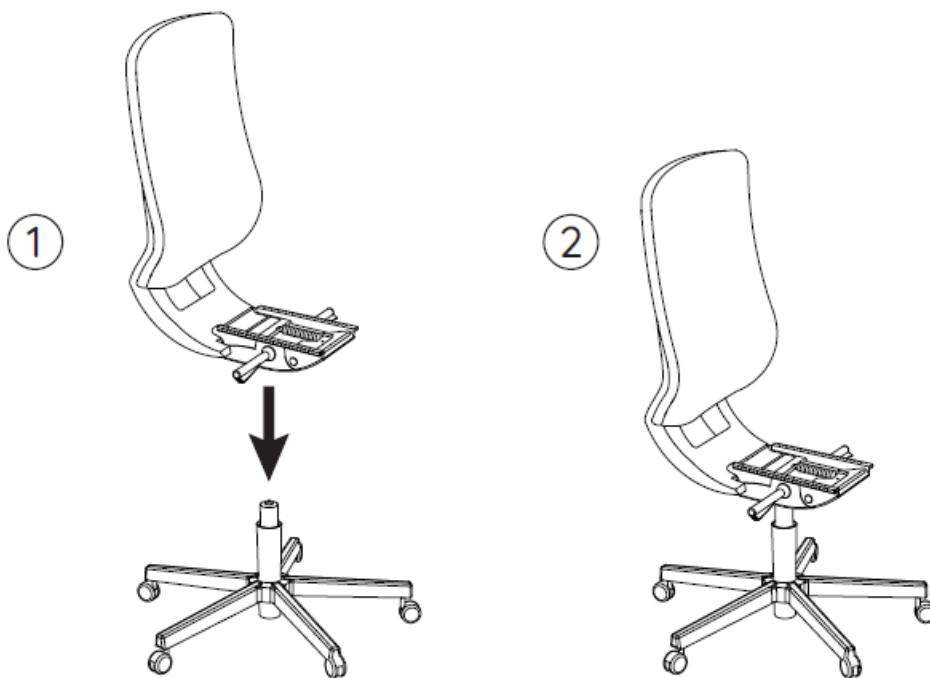


With the 5 Star Base upside-down, push the Casters (x5) into each hole with a fair amount of force (they should 'pop' in). Once completed, turn over so the casters are on the floor and insert the Cylinder into the 5 Star Base with the larger end on the bottom.

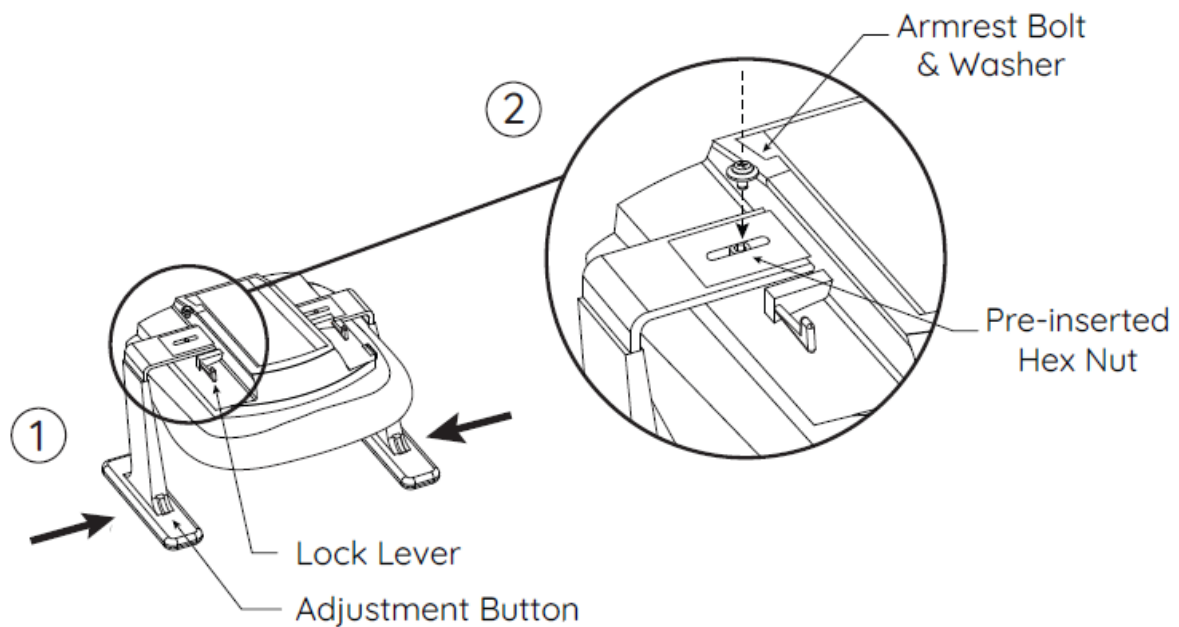
Set the assembled base aside for now – we'll get back to it later!



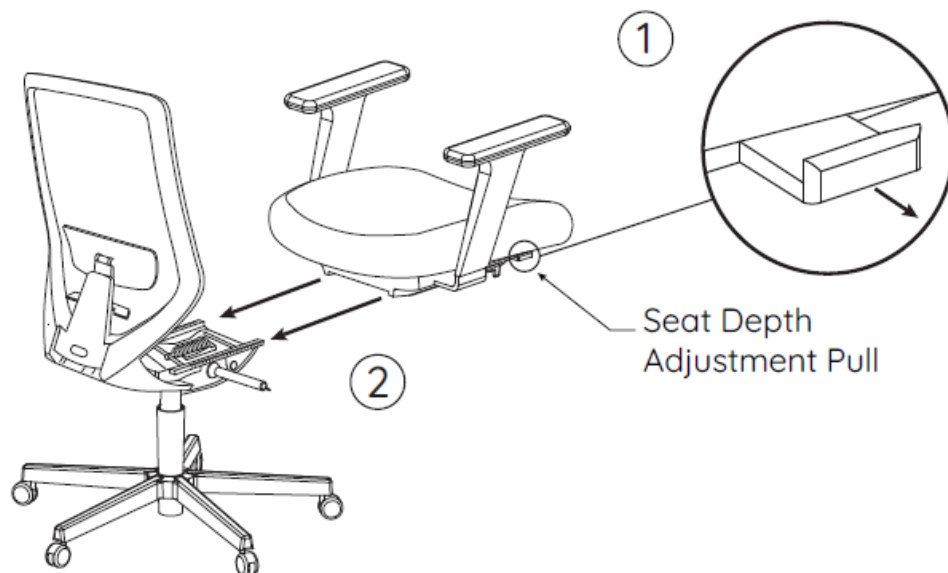
First, thread each of the Back Bolts (x3) with a Spring Washer (x3) and then a Flat Washer (x3). With the Backrest and Mechanism upside down, slide the seat back into the slot of the Mechanism. Then, using the Allen Key, screw in the middle bolt loosely first to hold the two pieces together, secure the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



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

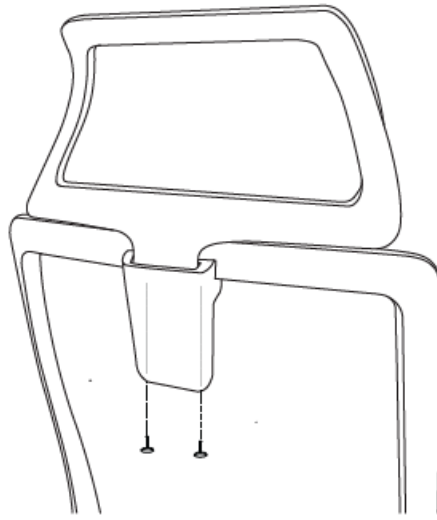


With the Cushion upside down, insert Armrests (x2) into the sides of the chair, making sure the armrest Adjustment Buttons face the front of the seat (the same direction as the Lock Levers shown above). Next, thread each of the Armrest Bolts (x2) and Flat Washers (x2) into the Pre-inserted Hex Nuts in the Armrests, and tighten.



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.

**(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.

**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.

**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 Height:**

Button under each armrest





**To raise or lower:**

While seated, push and hold button to raise or lower arm. Release button to lock.

**Armrest Depth:** Top of each armrest



**To adjust depth:**

While seated, grasp top of armrest and slide it forward or backward.

**Lumbar:**

Handles on back of chair



**To adjust height:**

Grasp handles with both hands and lift up or down at the same time.

**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.

**Seat Tilt Tension:**

Center round dial below seat



**To adjust tilt tension:** Standing in front of the chair, identify the small turn dial. 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 it by rotating the pad 90 degrees (without rotating the support arm) and applying firm pressure until it pops off. Contact us if you want a consultation.

## Contact

Have a question, comment, or suggestion?

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

Documents / Resources

<div>Ergonomic Chair</div> <div>Assembly Guide</div> <div>Branch</div>	<a href="#">Branch Ergonomic Chair</a> [pdf] Installation Guide Ergonomic Chair, Chair
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References

- [B Branch | Office Furniture That Works](#)
- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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