

Daily Desk

Assembly Guide

Branch

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

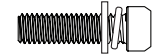
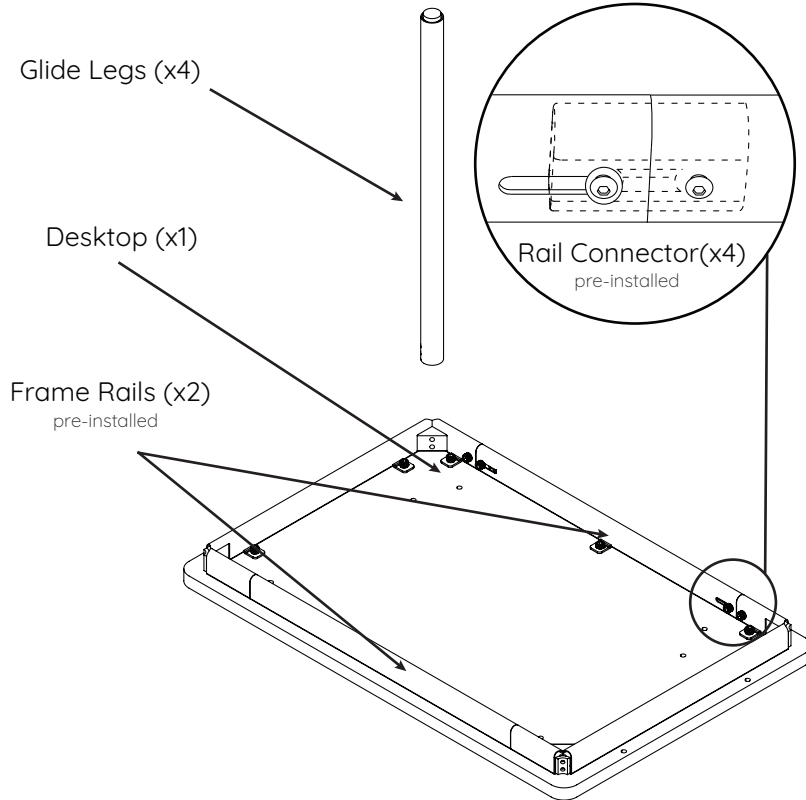
Scan here for a digital copy
of your assembly guide.



Caution

- Make sure to read the guide completely before assembling.
- Check that all components are present before you start the assembly process.
- Use extra caution when assembling this product and have someone assist you. Do not change the specifications, modify this product, or use for any other purpose beyond its intended use as a desk.
- Do not sit or stand on the desk frame. Do not crawl or lie under the desk frame.
- Do not open or modify any of the power components. Doing so risks electric shock and voids any warranty claims.
- Every six months, please make sure all bolts and screws are fully tightened to ensure stability.

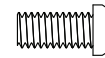
Components



Leg
Screws (x8)



Allen Key
4mm (x1)



Base
Screws (x18)
pre-installed



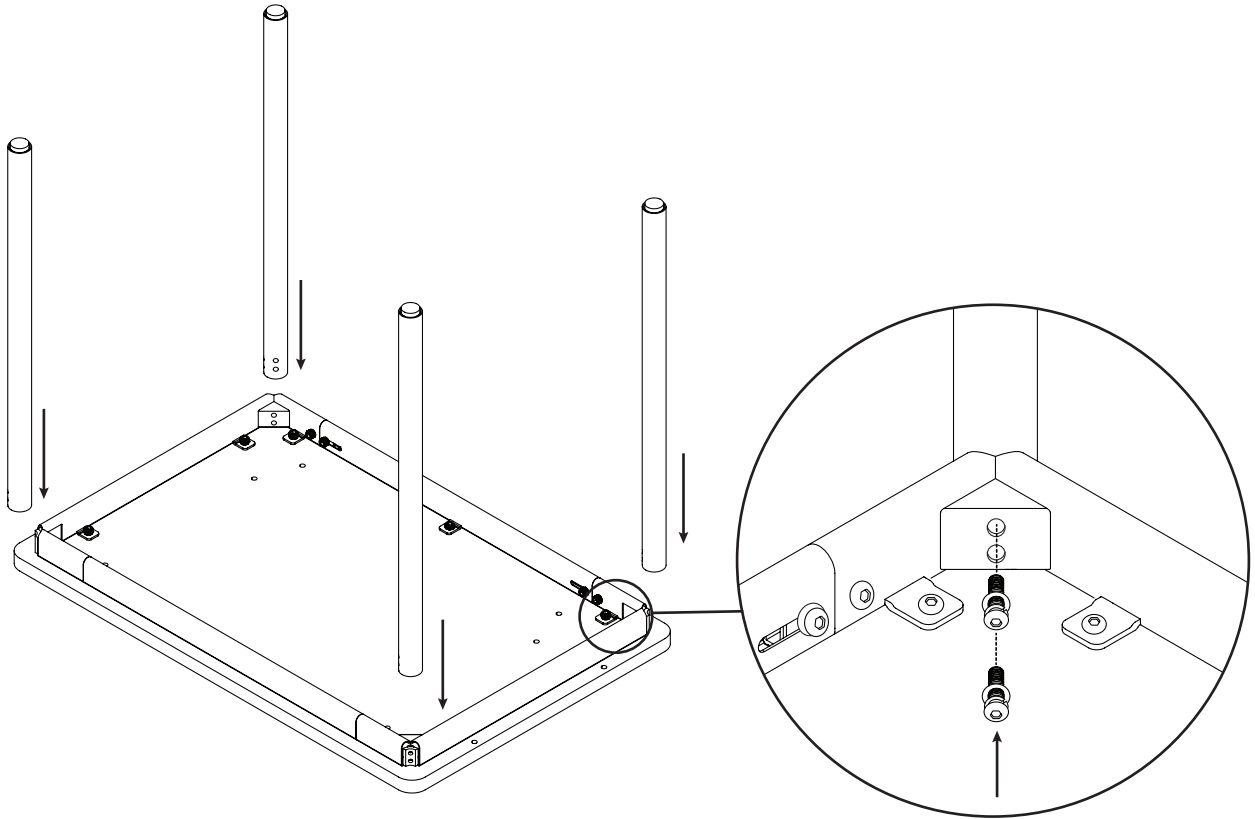
Allen Key
6mm (x1)



Mini Wrench
(x1)

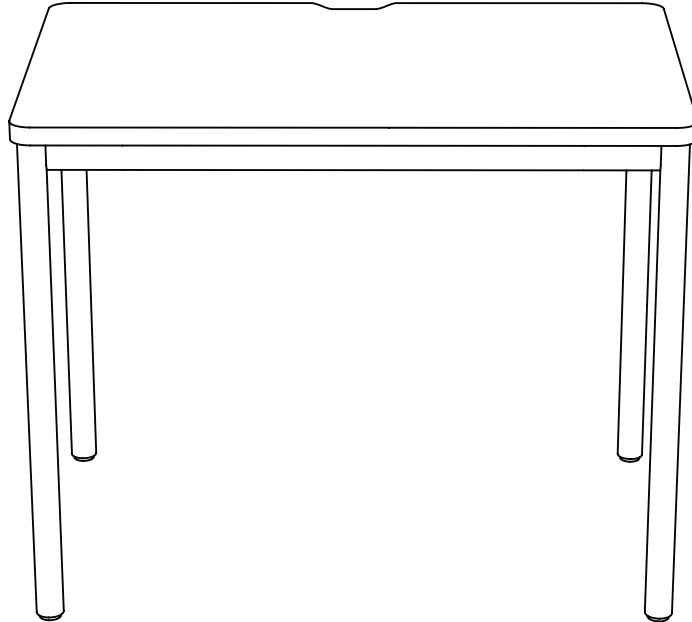
*optional with caster legs

1



Lay the **Desktop** and frame upside down on a clean flat surface. Align the attachment points on the **Glide Leg** (x1) to the corner of the **Desktop**, insert the **Leg Screws** (x2), and screw tight using the **6mm Allen Key**. Repeat for the other **Glide Legs** (x3)

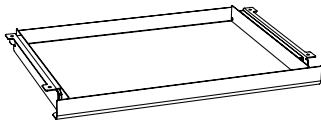
2



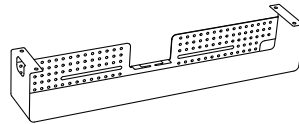
If you are not installing any accessories carefully flip your assembled Daily Desk right-side up with a friend.

For the optional **Desk Drawer** and **Cable Organizer** installation, **refer to the following pages prior to flipping the desk over.**

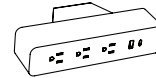
Optional Accessories



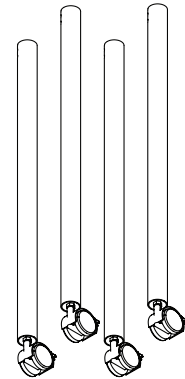
Large Desk Drawer



Cable Organizer



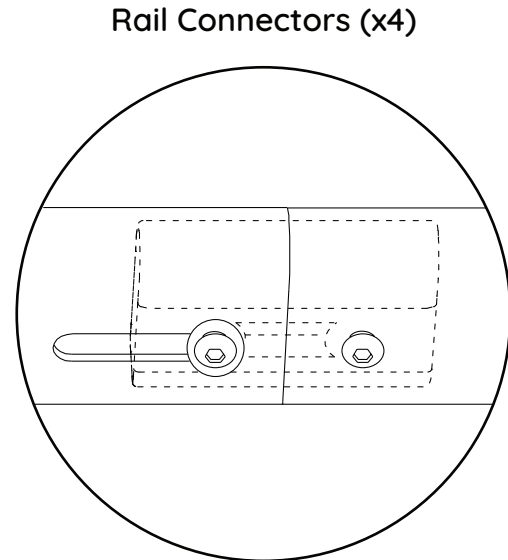
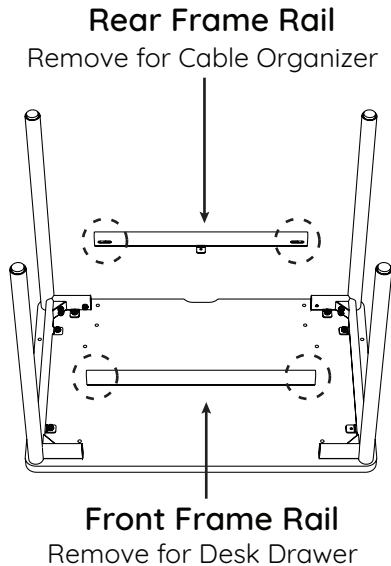
Cable Organizer Power



Caster Legs

The Daily Desk can be configured with several optional accessories. If you purchased any of the above items, please refer to the following pages for assembly.

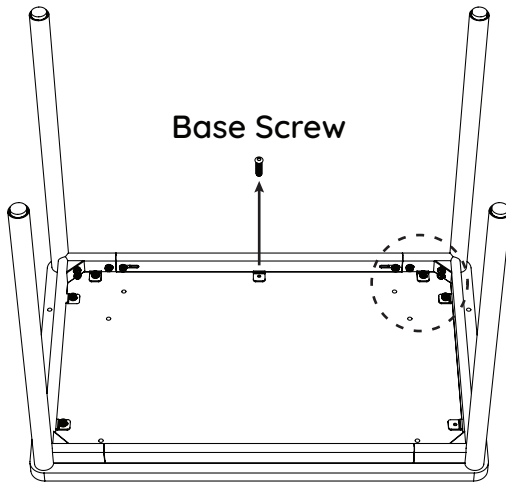
Accessories Overview



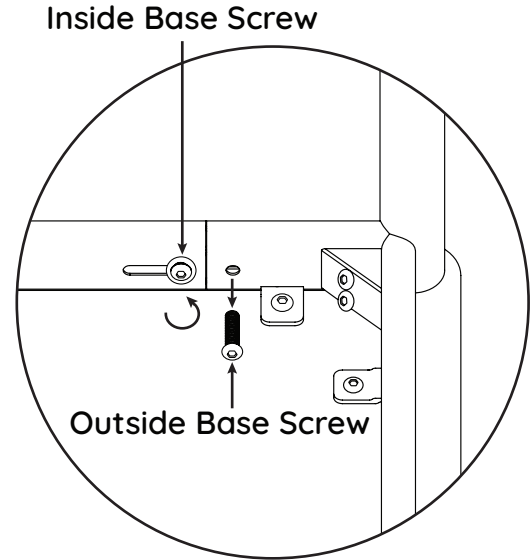
The Daily Desk uses modular **Frame Rails** (x2) with hidden **Rail Connectors** (x4) which can be removed to install either the optional **Desk Drawer** and/or **Cable Organizer**. Remove the **Front Frame Rail** to install the **Desk Drawer**. Remove the **Rear Frame Rail** to install the **Cable Organizer**. Please continue to the following pages for more details.

1 Accessories Assembly

1



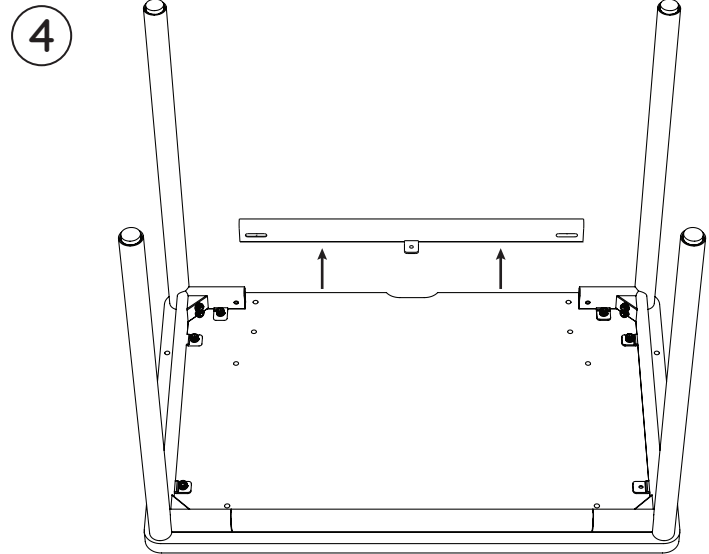
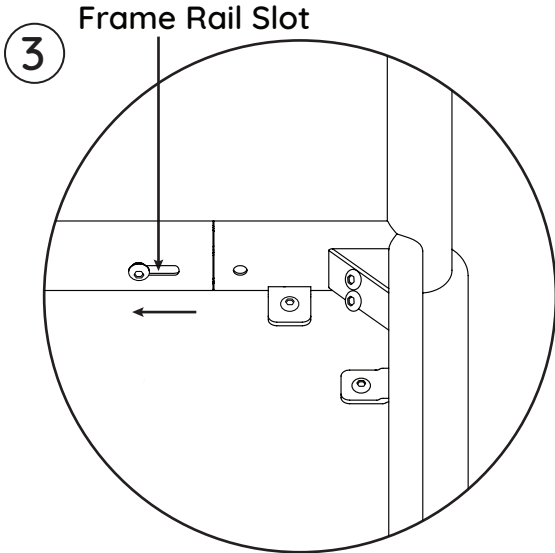
2



Frame Rail Removal: Removing the Front and/or Rear Frame Rail utilizes the same process.

Using the **4mm Allen Key**, unscrew the **Base Screw** (x1) from the center of the **Frame Rail**. Next, unscrew and remove the outside **Base Screw** (x2) from the **Rail Connector**. Then loosen, but do not fully remove, the Inside **Base Screw** (x2) from the **Rail Connector**. Repeat on the other side of the **Frame Rail**.

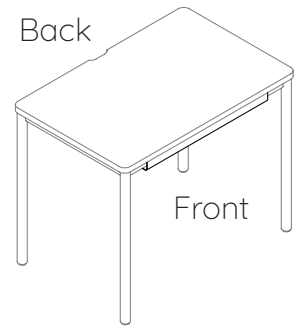
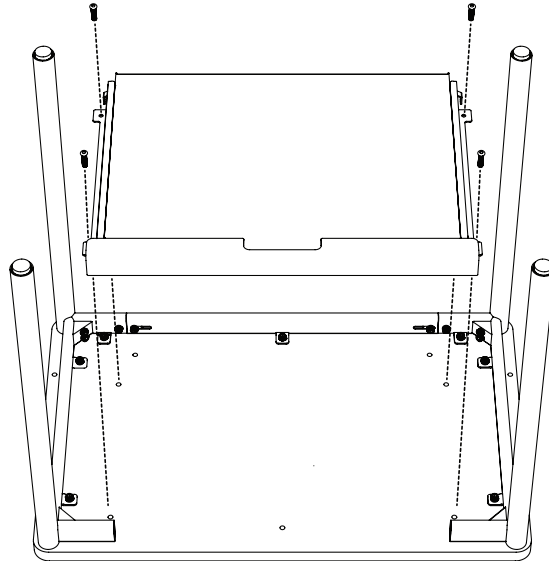
2 Accessories Assembly



Grab the Inside **Base Screw** and slide the **Rail Connector** completely to the other side of the **Frame Rail Slot**. Repeat on the other side of the **Frame Rail**. Next, remove the **Frame Rail** from the **Desktop**. Keep the rails stored after removal as to not lose any components.

Branch Tip: If needed, apply light downward pressure on the end of the **Frame Rail**, directly above the **Frame Rail Slot** when sliding the **Rail Connector**.

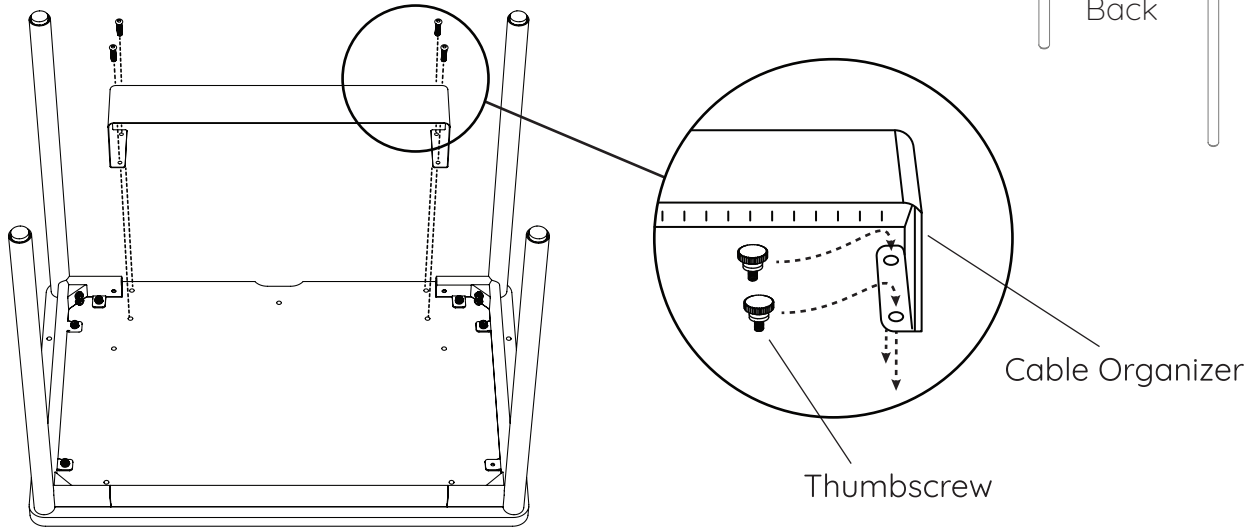
Desk Drawer



To install the optional **Desk Drawer**, First remove the **Front Frame Rail** (refer to Accessory Assembly steps 1 and 2).

Position the **Desk Drawer** to the **Desktop** so that the drawer opens towards the front of the desk. Align the mounting holes on the drawer onto the threaded holes in the **Desktop**. Tightly secure the **Desk Drawer** to the **Desktop** with the included **Drawer Screws** (x4) and **4mm Allen Key**.

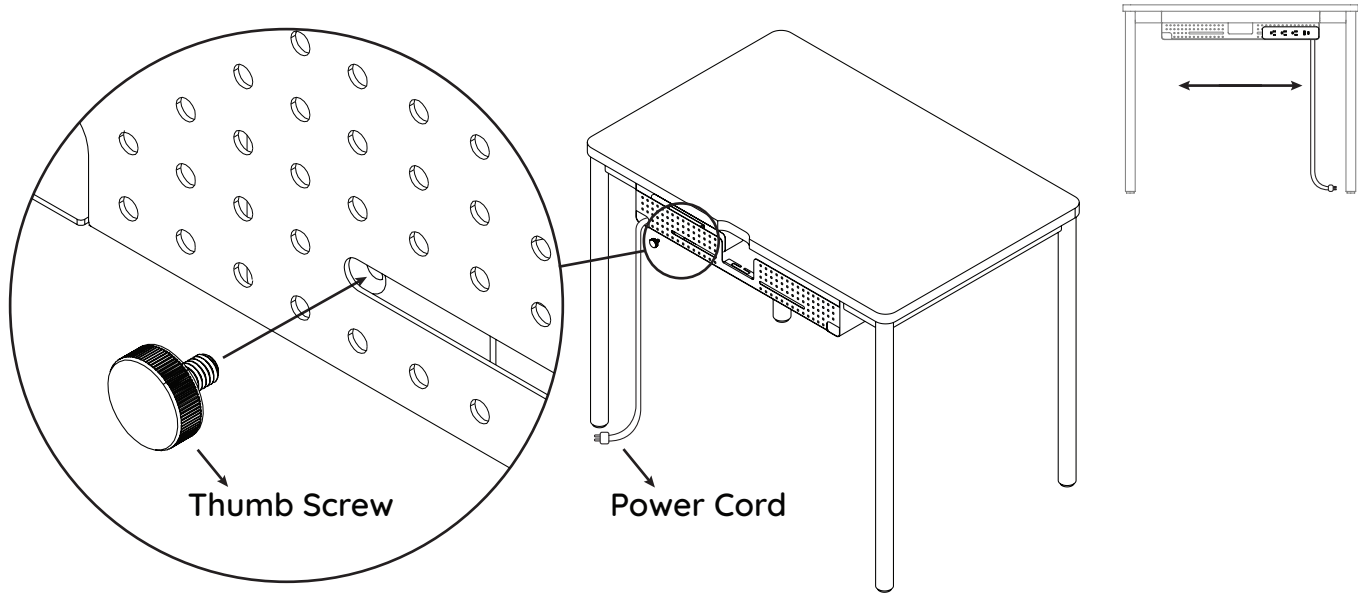
Cable Organizer



To install the optional **Cable Organizer**, First remove the **Rear Frame Rail** (refer to Accessory Assembly steps 1 and 2).

Position the **Cable Organizer** to the **Desktop** so that the open end faces the front of the **Desktop** as shown. Align the holes in the **Cable Organizer** to the threaded holes in the **Desktop** and tightly secure with the included **Thumbscrews** (x4).

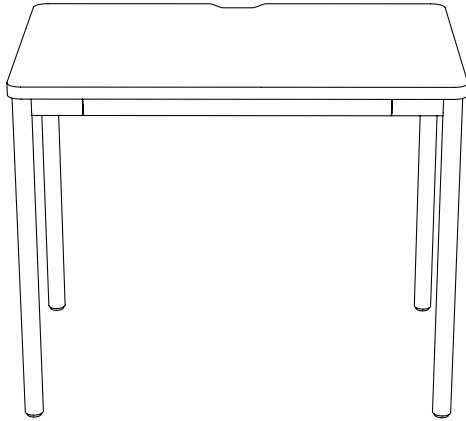
Cable Organizer Power



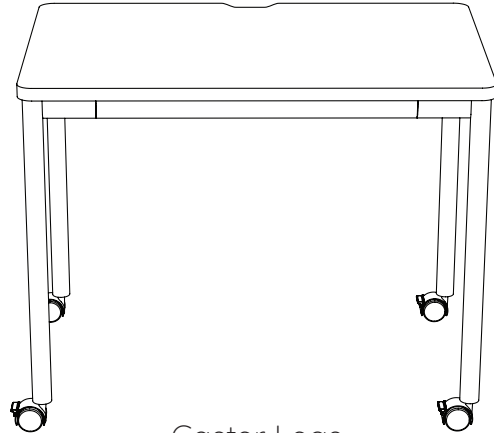
Install the **Cable Organizer Power** on the left or right side of the **Cable Organizer**. Depending on your setup, the **Cable Organizer Power** can be rotated so that the USB outlets are on the right or left side. Attach the **Cable Organizer Power** to the **Cable Organizer** using the included **Thumb Screw** (x1).

Note: the **Thumb Screw** (x1) fits into the adjustable slot of the **Cable Organizer**. Connect the **Power Cord** to the Nearest Outlet.

1 Glide Legs



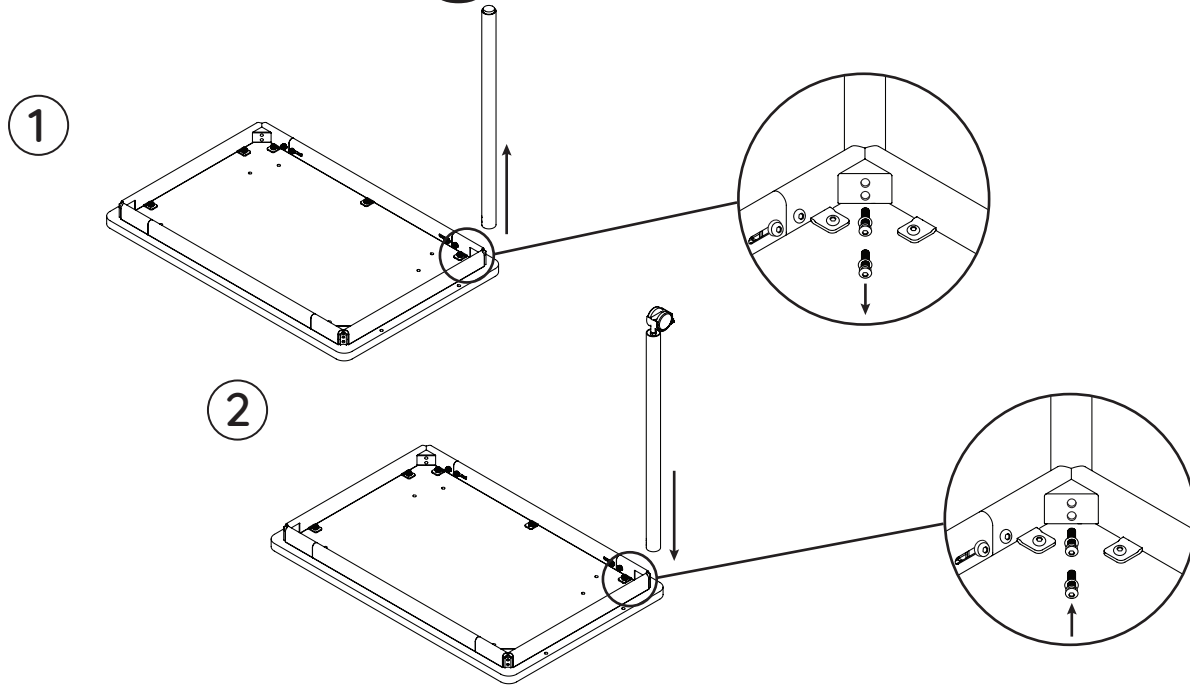
Glide Legs



Caster Legs

The Daily Desk can be ordered with fixed **Glide Legs** or **Optional Caster Legs**. To convert your Daily Desk to **Caster Legs**, follow the steps on the next page.

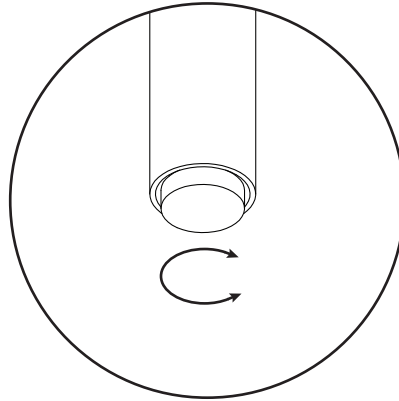
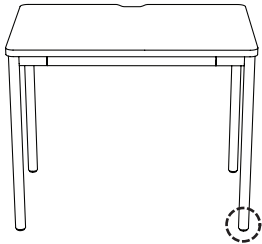
2 Glide Legs



Using the **6mm Allen Key**, unscrew the **Leg Screws** (x2) from the **Glide Leg** (x1) and then carefully lift the leg away from the Frame. Repeat for the other **Glide Legs** (x3). Next, align the attachment points on the **Caster Leg** (x1) to the corner of the **Desktop** and insert the **Leg Screws** (x2) and screw tight using the **6mm Allen Key**. Repeat for the other **Caster Legs** (x3)

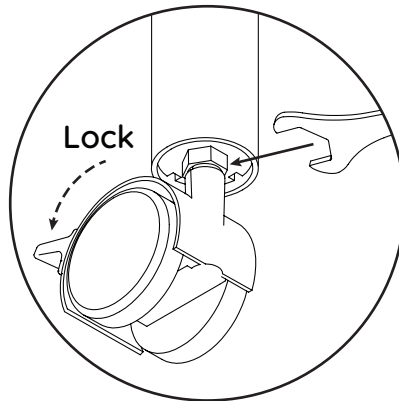
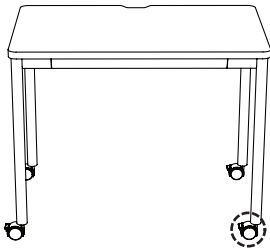
User Guide

Glide Leg Adjustment: Bottom of Leg



To adjust position:
Turn Clockwise to reduce height. Turn Counter-Clockwise to increase height

Caster Leg Lock: Bottom of Leg



To lock wheels:
To lock the caster and prevent rolling, push the caster lock down. If needed, tighten the Caster to the Leg using the included Mini Wrench.

Contact

Have a question, comment, or suggestion?

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Branch