

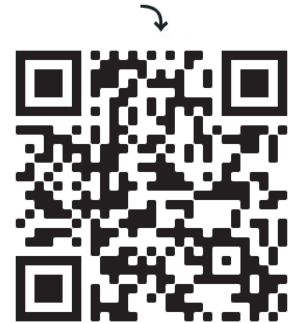
Duo Standing Desk

Assembly Guide

Branch

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

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your Assembly Guide

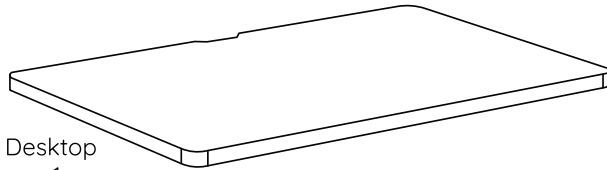




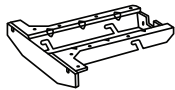
Caution

- Please read these instructions fully prior to assembly and verify that all components are present before you start the assembly process.
- Two-person assembly required.
- Do not change the specifications or modify this product, including the adjustable lifting columns, control box or handset or use for any other purpose beyond its intended use as a desk.
- This product contains electric components and the risk of electric shock. Keep dry and away from moisture.
- Do not modify any of the electric components or use if any of the components or electric cords are damaged or parts are exposed.
- Make sure all cords are an appropriate length to accommodate the full range of height of the adjustable lifting columns.
- Keep children away from adjustable desktop lifting columns and electrical components to avoid risk of shock and injury.
- Tipping Hazard. Do not sit or stand on the desk.
- If any parts are missing, broken, damaged, or worn, stop use of the product until Branch authorized replacement parts are received.
- Failure to follow these warnings could result in serious injury or death and void any warranty.
- Keep this manual for future reference.

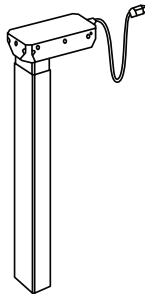
Components



Desktop
x1



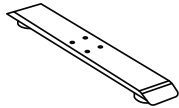
Desktop Bracket
x2



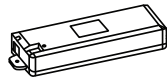
Legs
x2



Handset
x1



Feet
x2



Control Box
x1

58" Desk Only



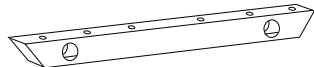
Desk Rail
Screws x6



Desk Rail
Washers x6



Screwdriver
x1



Desk Rail
x1

Tools



Straight Extension Cable
x1

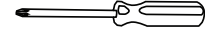


Power Cable
x1



90° Extension Cable
x1

Suggested Tools



Phillips
Screwdriver (optional)

Included Hardware



Desktop Bracket
& Foot Screws
x28



Control Box, &
Handset Screws
x4



Desktop Bracket
Cable Clips
x2



Desktop Bracket
Cable Clip Screws
x2



Cable Clips
x3



Cable Clip Screws
x3

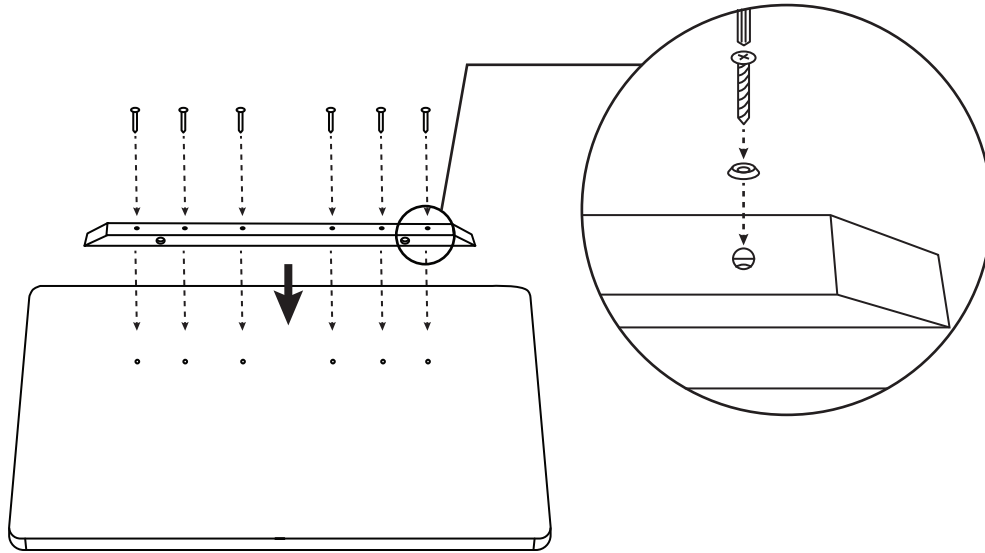


Allen Wrench
4mm
x1



Allen Wrench
3mm
x1

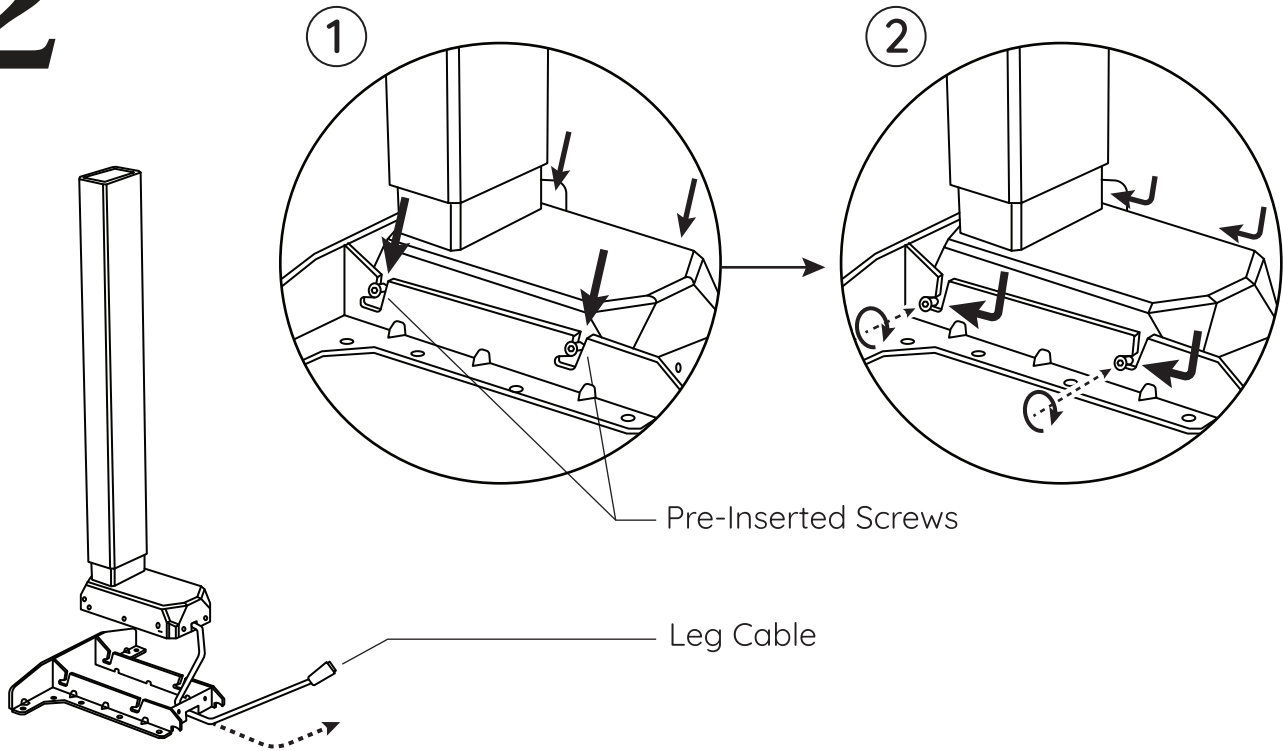
1 (58" Desktop Only)



If you purchased the **36" or 48" Duo Desk**, please proceed to **Step 2**.

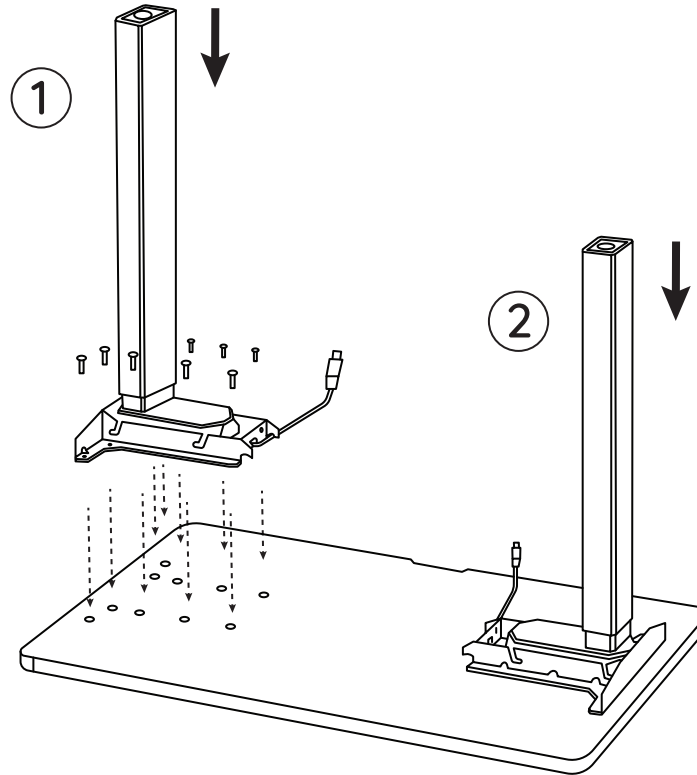
Place the **58" Desktop** upside-down on a clean flat surface. Line the holes of the **Desk Rail** (x1) with the matching pilot holes on the underside of the **Desktop** (x1). Using the **Screwdriver**, screw in the **Desk Rail Screws** (x6) and **Desk Rail Washers** (x6) through the **Desk Rail** into the **Desktop**.

2



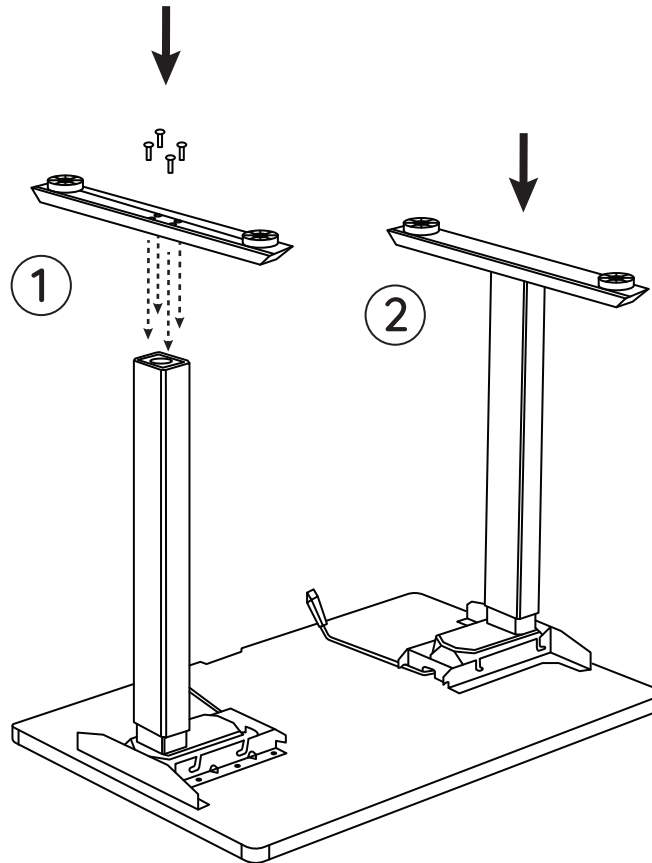
Position the Leg into the Desktop Bracket. Carefully feed the **Leg Cable** through the end of the Bracket. Align the **Pre-Inserted Screws** on the Leg into the L-shaped slots in the Bracket. Make sure the screws reach the end of the slots and then tightly secure the screws (4 screws per Leg) with the **4mm Allen Wrench**. Repeat for the other Leg.

3



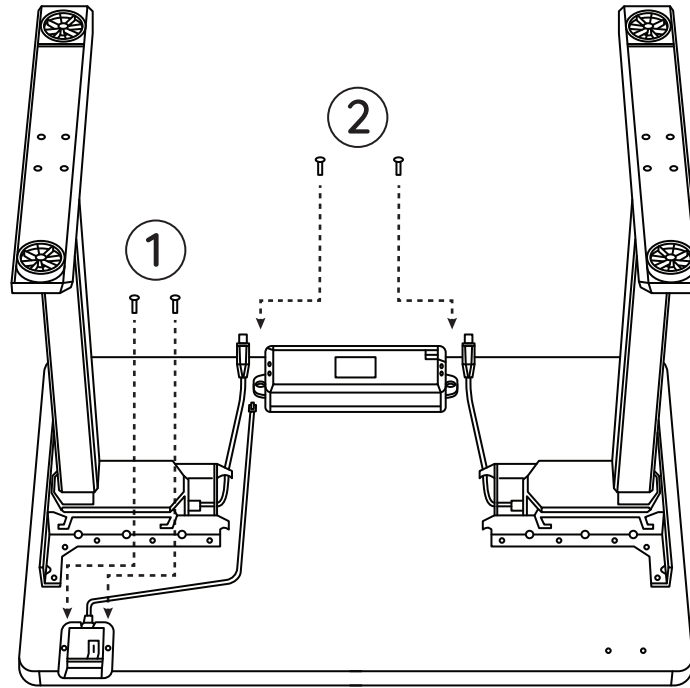
Place the Desktop upside-down on a clean flat surface. Align the holes in the Desktop Bracket to the threaded holes in the Desktop. Tightly secure the **Bracket** to the **Desktop** with the **Desktop Bracket Screws** (10 screws per Bracket) using the **4mm Allen Wrench**. Repeat for the other assembled Leg.

4



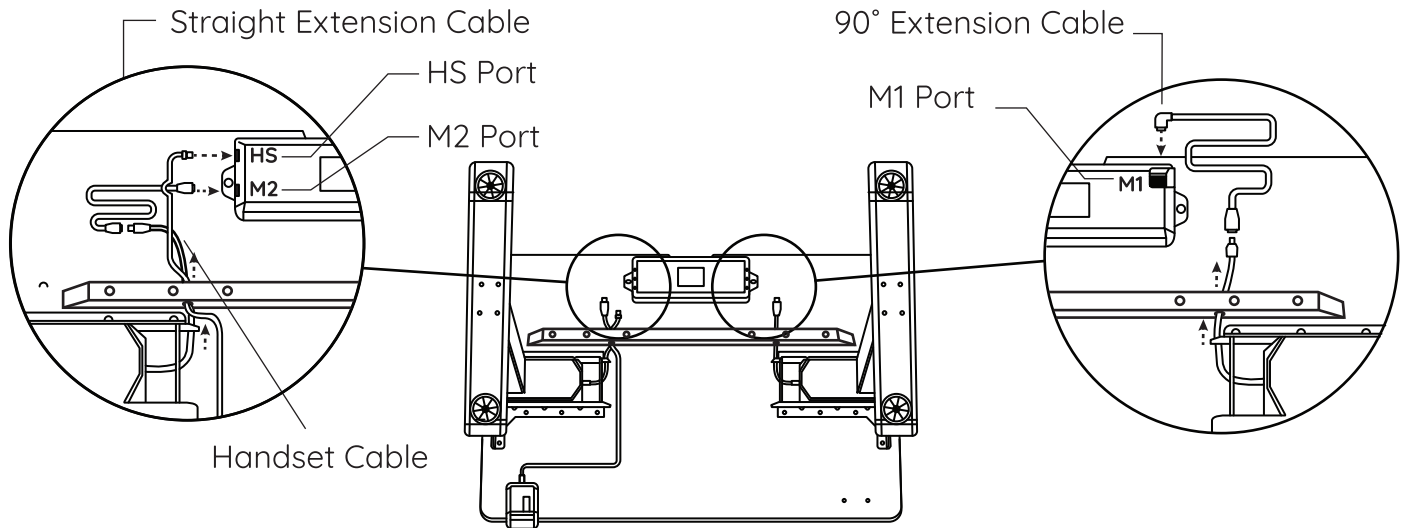
Position and align the holes on the **Foot** to the threaded holes in the **Leg**. Using the **4mm Allen Wrench**, tightly secure with the **Foot Screws** (4 screws per Foot). Repeat for the other assembled Leg.

5



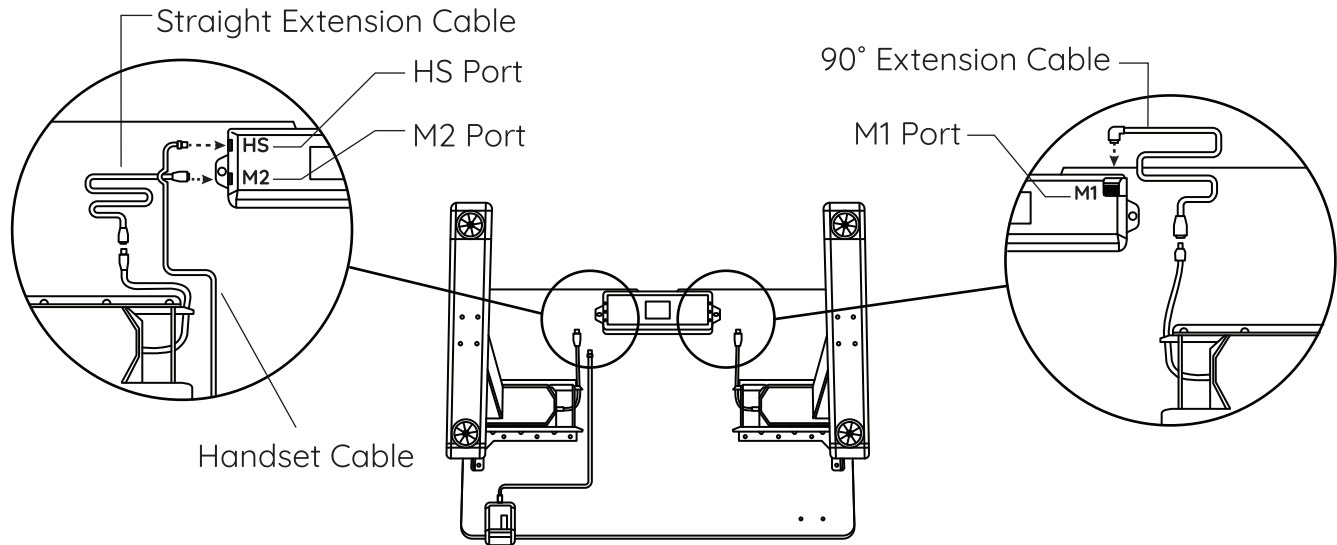
Position and align the holes of the Handset (x1) onto the pre-drilled holes in the desktop. The Handset can be installed on either the left or right side of the desktop. Tightly secure the **Handset** with the **Handset Screws** (x2) using a Phillips Screwdriver. Align and attach the **Control Box** to the pre-drilled holes in the desktop with the **Control Box Screws** (x2) and tightly secure with a Phillips Screwdriver. **Note:** The Handset and Control Box Screws are wood screws and take a lot of force to fully tighten.

6 (58" Desktop Only)



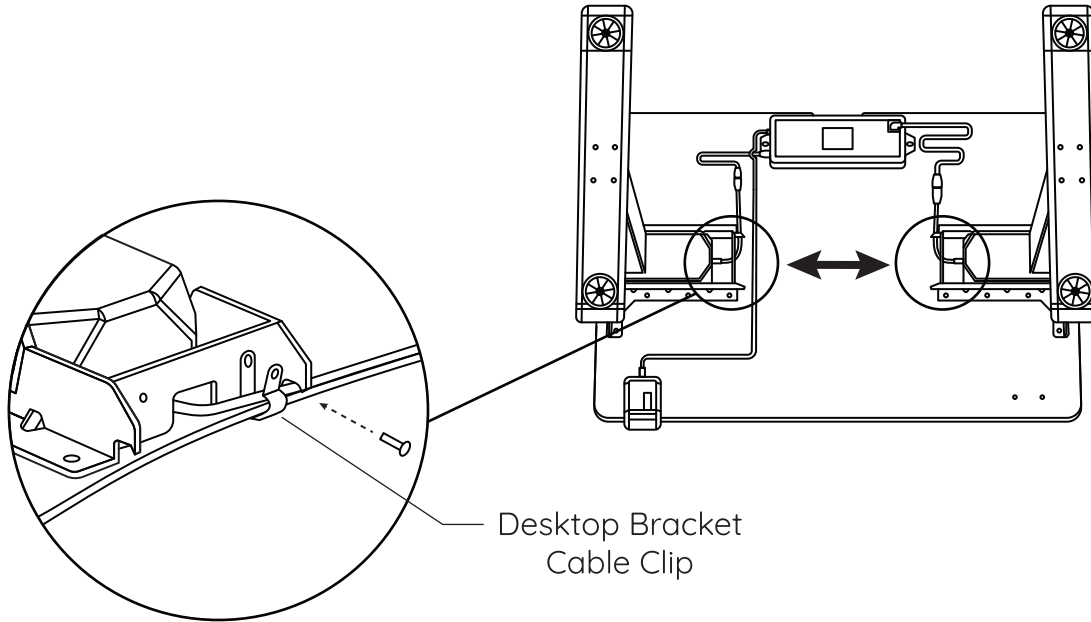
If you purchased the **36"** or **48" Duo Desk**, please proceed to **Step 7**. For the **58" Desktop**, first route the Leg Cables and the Handset Cable through the side holes in the **Desk Rail**. Next, Route the Leg Cables to the Control Box and plug into the M1 and M2 Ports. The **M1 Port** requires the **90° Leg Extension Cable** and the **M2 Port** requires the **Straight Extension Cable**. Route the **Handset Cable** in a similar fashion and plug into the **HS Port** on the Control Box.

7 (36" & 48" Desks Only)



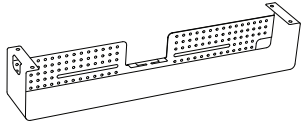
If you purchased the **36"** or **48" Duo Desk**, route the Leg Cables to the Control Box and plug into the M1 and M2 Ports. The **M1 Port** requires the **90° Leg Extension Cable** and the **M2 Port** requires the **Straight Extension Cable** for 48" wide desks only. Route the **Handset Cable** in a similar fashion and plug into the **HS Port** on the Control Box.

8

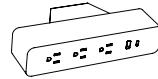


Install the **Desktop Bracket Cable Clip** around the **Leg Cable** and **Handset Cable** and attach to the Desktop Bracket with the **Desktop Bracket Cable Clip Screw** (x1 per Leg) using the **3mm Allen Wrench**. Repeat for the other Leg and use the included Cable Clips to tidy up the cables underneath your desktop as needed.

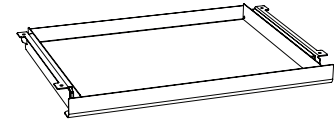
Optional Accessories



Cable Organizer



Cable Organizer Power

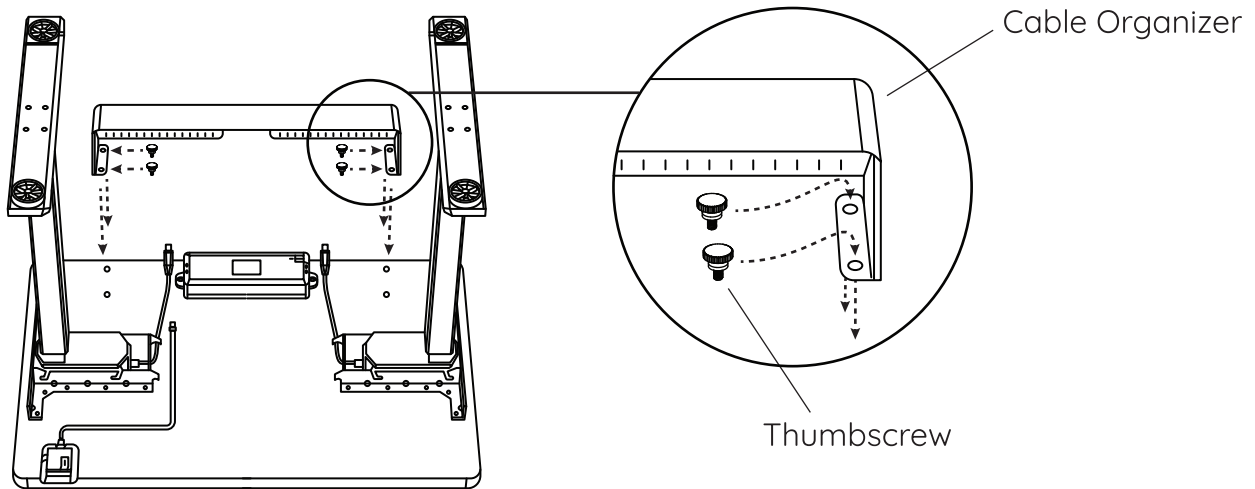


Desk Drawer

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

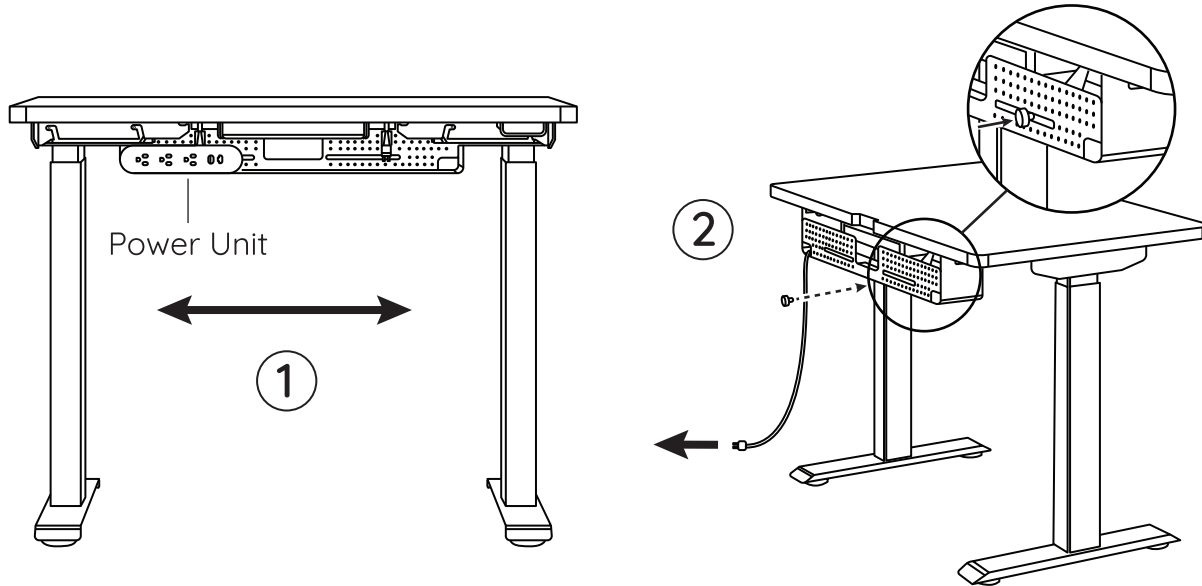
Steps 9-11 cover the attachment of the optional **Cable Organizer**, **Desk Power**, and **Drawer**. If you did not purchase any of these accessories, skip to **Step 12**

9 (Cable Organizer, Optional)



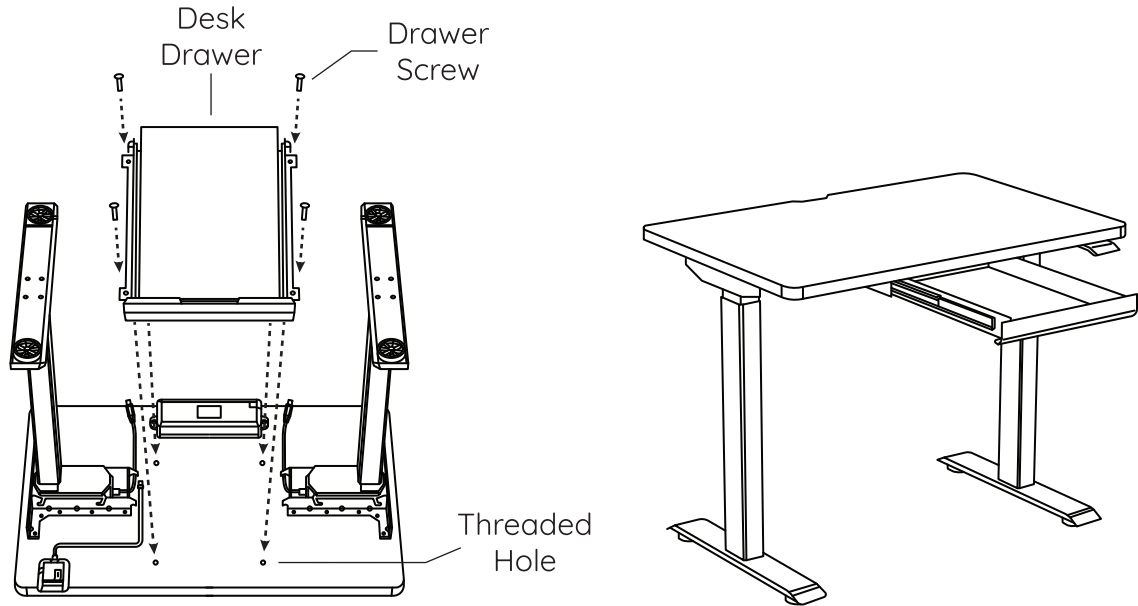
Position the **Cable Organizer** on the desktop so that the open end faces the front of the desktop as shown. Align the holes in the cable tray to the threaded holes in the desktop and tightly secure with the **Thumb Screws** (x4).

10 (In Desk Power, Optional)



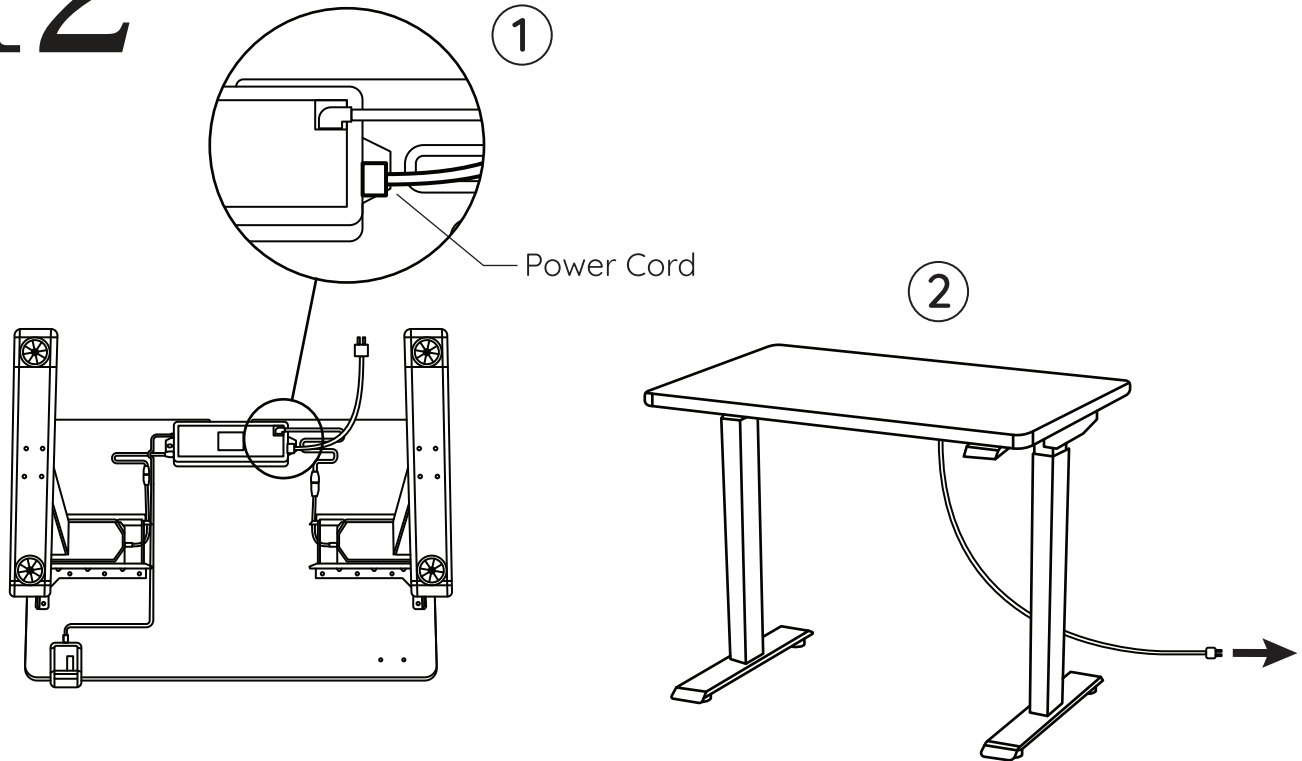
Install the Under Desk **Power Unit** on the left or right side of the **Cable Organizer**. Depending on your setup, the Power Unit can be rotated so that the USB outlets are on the right or left side. Attach the Power Unit to the Cable Tray using the **Thumb Screw** (x1). Note: the Thumb Screw fits into the adjustable slot of the Cable Tray. Connect the **Power Cord** to the nearest outlet.

11 (Drawer, Optional)



Place your desk upside-down on a clean flat surface. Position the **Desk Drawer** on the desktop so that the drawer opens towards the front of the desk. Align the mounting holes on the Drawer to the **Threaded Holes** in the Desktop. Tightly secure the **Drawer** with the **Drawer Screws** (x4) using the **4mm Allen Wrench**. With a friend, carefully flip your desk right-side up.

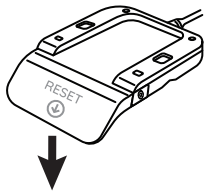
12



Connect the **Power Cable** to the **Control Box**. With a friend, carefully flip your assembled **Duo Standing Desk** right-side up (by holding the frame, not just the desktop) and then connect the Power Cable to the nearest outlet.

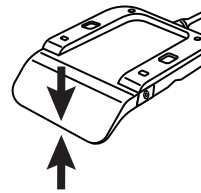
User Guide

Your Duo Standing Desk makes use of a programmable Handset with an energy efficient OLED display. Height adjustment and various functions/features are available to customize to your preferences.



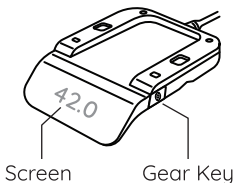
Desk Initialization and/or Reset

To initialize/calibrate your desk after assembly (or, if there is an error within the system) hold the paddle down for 5 seconds until the reset icon appears on the screen and the height display returns.



Raising/Lowering the Desk

To Raise: Lift the Paddle Up.
To Lower: Push the Paddle Down.



Memory Height Setting

The Handset can be programmed with two height options; one Seated Position (< 35 in) and one Standing Position (> 35 in). Please follow the below instructions to save your own memory positions.

Seated Height

1. Tilt the paddle up/down to adjust the desk to your preferred seated height.
2. Press the **Gear Key** [⚙️] on the right side of the handset **twice** to save your position.
3. The screen will show a **Heart Icon** first [❤️--2], and then your height will be stored in the **2 Position**.

Standing Height

1. Tilt the paddle up/down to adjust the desk to your preferred standing height.
2. Press the **Gear Key** [⚙️] on the right side of the handset **twice** to save your position.
3. The screen will show a **Heart Icon** first [❤️--1], and your height will be stored in the **1 Position**.

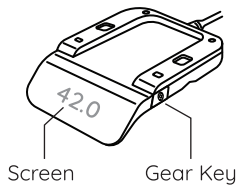
Adjust Height

Double-Tap the paddle up to automatically raise the Desk to your saved Standing Height.
Double-Tap the paddle down to automatically lower the Desk to your saved Seating Height.

User Guide

Sedentary Reminder

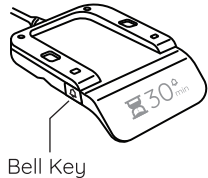
The Handset can be programmed with reminder alerts to encourage standing and movement. A vibration and/or screen alert can be customized based on your preferences.



1. Hold the **Gear Key** [⚙️] on the right side of the Handset until the screen displays three dots [⋯] and enters the main menu screen [🔔]. Press the **Gear Key** again to enter the Reminder sub-menu.
2. The default reminder time is [🕒 30 min]. Toggle the paddle up or down to increase/decrease the time. To set your preferred time, pause for at least 3 seconds until the screen returns to the current height.

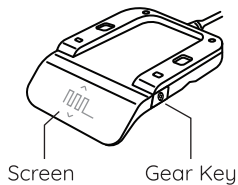
Turning the Reminder On/Off

Press the **Bell Key** [🔔] on the left side of the Handset. This will start the timer display on the screen. Once the time is up, your desk will vibrate and the Handset will display the alert to stand icon.



To turn off the reminder, press the **Bell Key** [🔔], raise the desk to standing height, or wait 25 seconds. Note: the timer will restart if nothing is done.

Adjusting the Vibration Setting

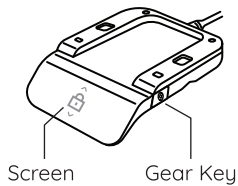


1. Hold the **Gear Key** [⚙️] on the right side of the Handset until the screen displays three dots [⋯] and enters the main menu screen [🔔]. Toggle the handset down to the Vibrate sub-menu [🔊] and press the **Gear Key** to view the options.
2. Toggle the Handset up/down to select between short pulse, long pulse, or no vibration. Select your preference by pressing the **Gear Key**.

User Guide

Handset Lock

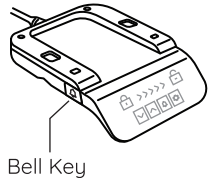
The Handset can be locked-out to prevent user (child/pet) access, movement, and/or function.



1. Hold the **Gear Key** [⚙️] on the right side of the Handset until the screen displays three dots [⋯] and enters the main menu screen [🔔]. Toggle the Handset down to the lock submenu [🔒] and press the **Gear Key** to view the options.

2. Toggle the Handset up/down to turn the lock feature on/off and select by pressing the **Gear Key**.

3. To unlock, touch any key to reveal the unlock screen. Unlocking requires a **special sequence** of paddle and button taps as shown on the screen; **1-** Paddle Down, **2-** Paddle Up, **3-** Bell Key, **4-** Gear Key. If inactive for more than 5 seconds during this sequence, the Handset will lock again.



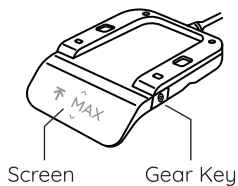
Maximum/Minimum Height Limits

The full height range of the desk can be adjusted with custom Maximum and Minimum Height Limits.

1. Adjust the desk to the desired maximum or minimum height position.

2. Hold the **Gear Key** [⚙️] on the right side of the Handset until the screen displays three dots [⋯] and enters the main menu screen [🔔]. Toggle the Handset down to the Limit submenu [⬆️/⬇️] and press the **Gear Key** to view the options.

3. Toggle the Handset up/down to set the Max or Min Limit or to cancel both. Press the **Gear Key** to set.



Contact

Have a question, comment, or suggestion?

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