

# Four Leg Standing Desk

Assembly Guide

**Branch**



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

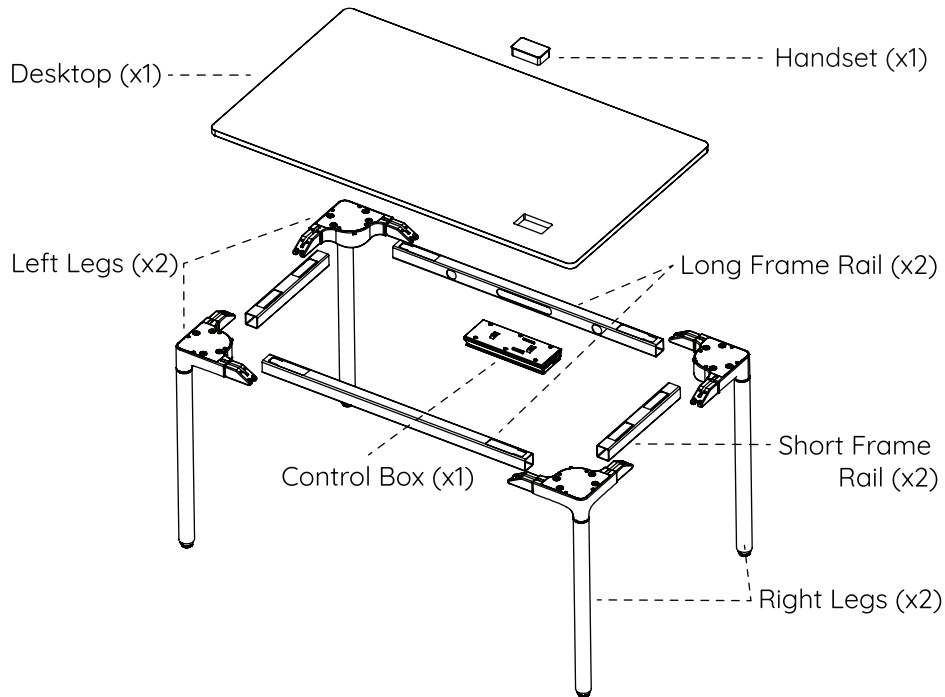
Scan here for a digital copy  
of your assembly guide.



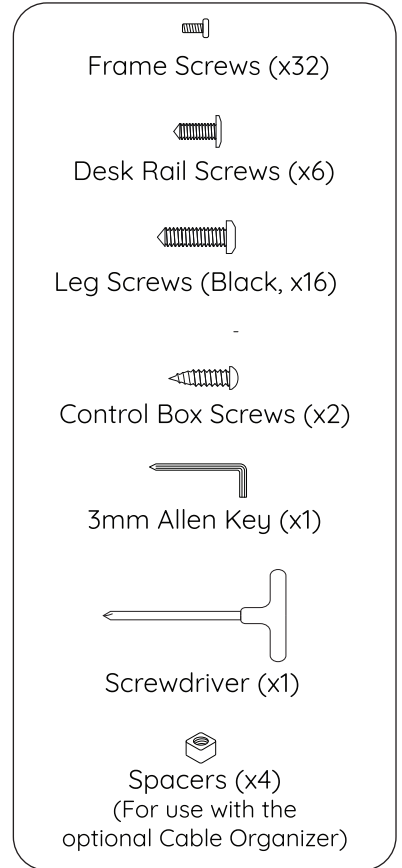
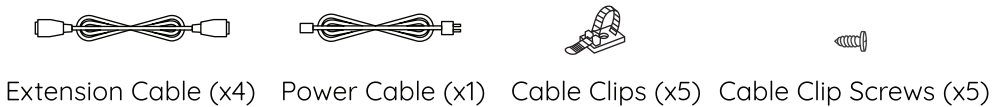
# Caution

- 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 height adjustable legs, control box, handset, or use for any other purpose beyond its intended use as a desk.
- This product contains electrical components and the risk of electric shock. Keep dry and away from moisture.
- Do not modify any of the electrical components or use if any of the components or electrical cords are damaged.
- Make sure all cords are an appropriate length to accommodate the full height range of the desk.
- Keep children away from the height adjustable legs and electrical components to avoid risk of shock and injury.
- 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.

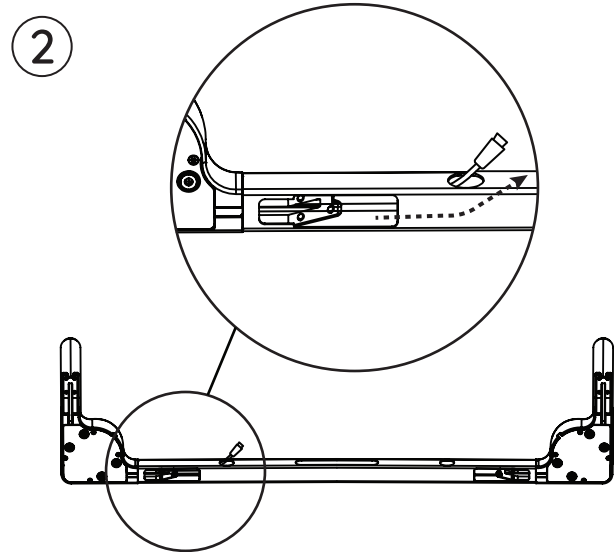
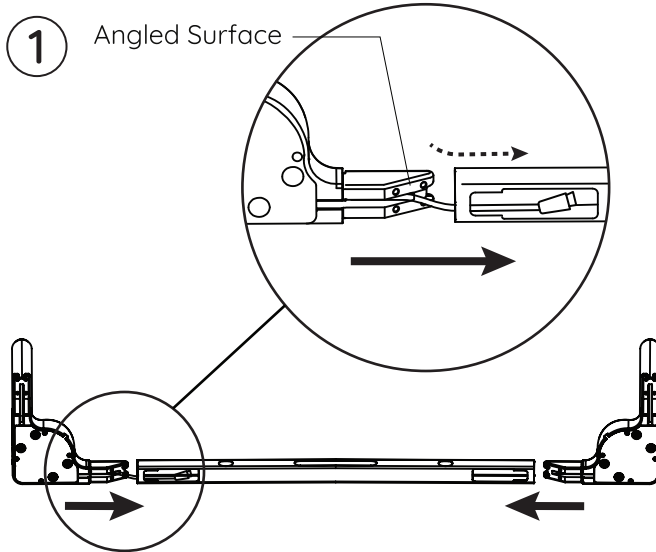
# Components



## Cables and Organizational Accessories

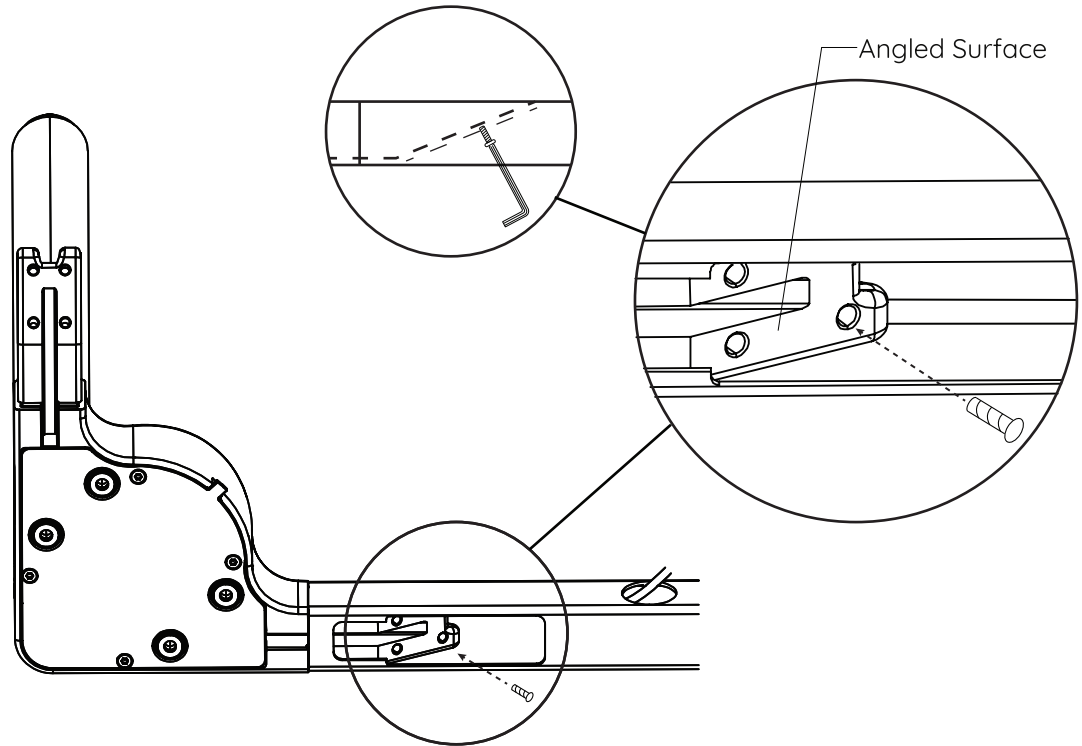


# 1



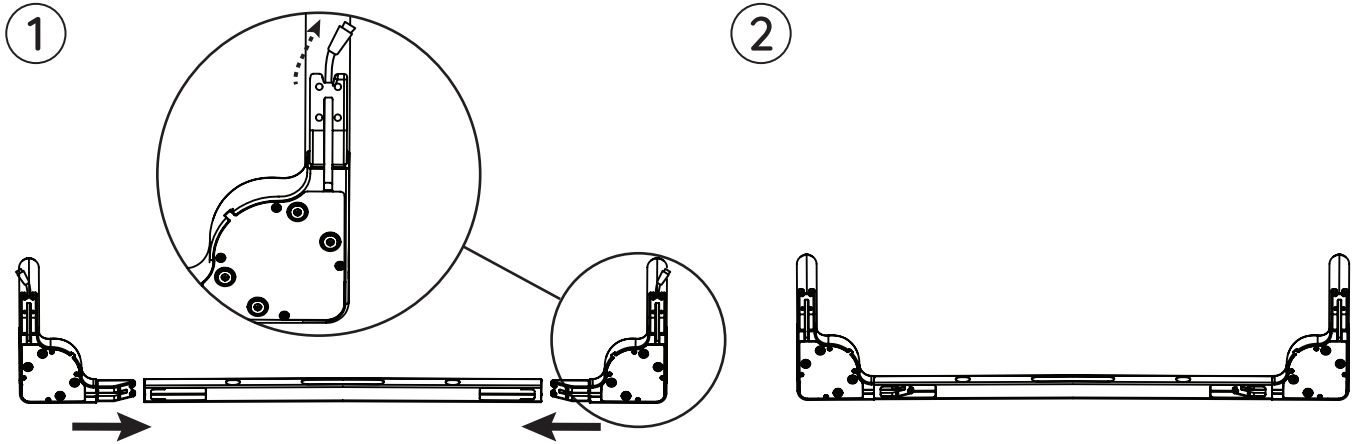
On a clean flat surface, with components on their side, position **1 Left Leg** (x1) and **1 Right Leg** (x1), with **cables facing towards** the center of the **Long Frame Rail** (x1), carefully slide the Legs and Long Frame Rail together while **pulling the Leg Cables from the angled bracket**, and **out of the circular cable ports** as shown.

# 2



Align a single **Frame Screw** (x1) perpendicular to the angled surface and lightly tighten using the **3mm Allen Key**. This will hold the **Leg** and **Long Rail** together for now. Repeat on the other side of the Rail and set this half of the desk frame aside for a later step.

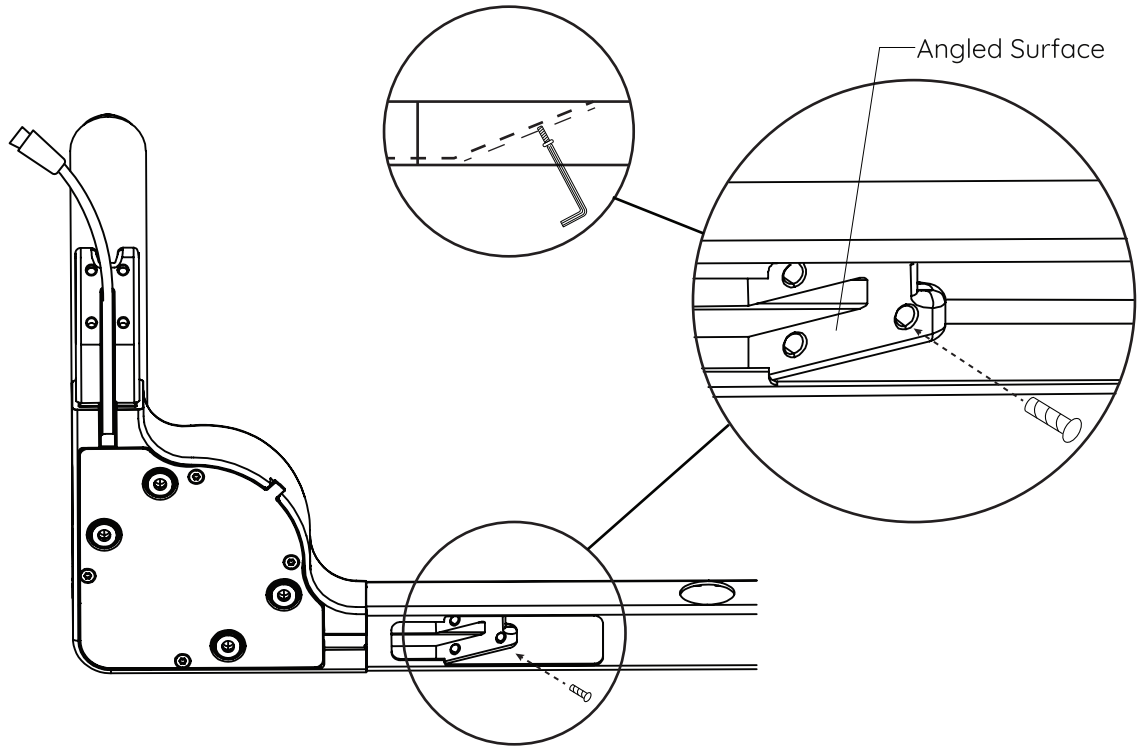
# 3



Repeat the previous steps with the other set of Legs and Long Rail. Position **1 Left Leg** (x1) and **1 Right Leg** (x1), with **cables facing away** from the **Long Frame Rail** (x1), carefully slide the **Legs** and **Long Frame Rail** together.

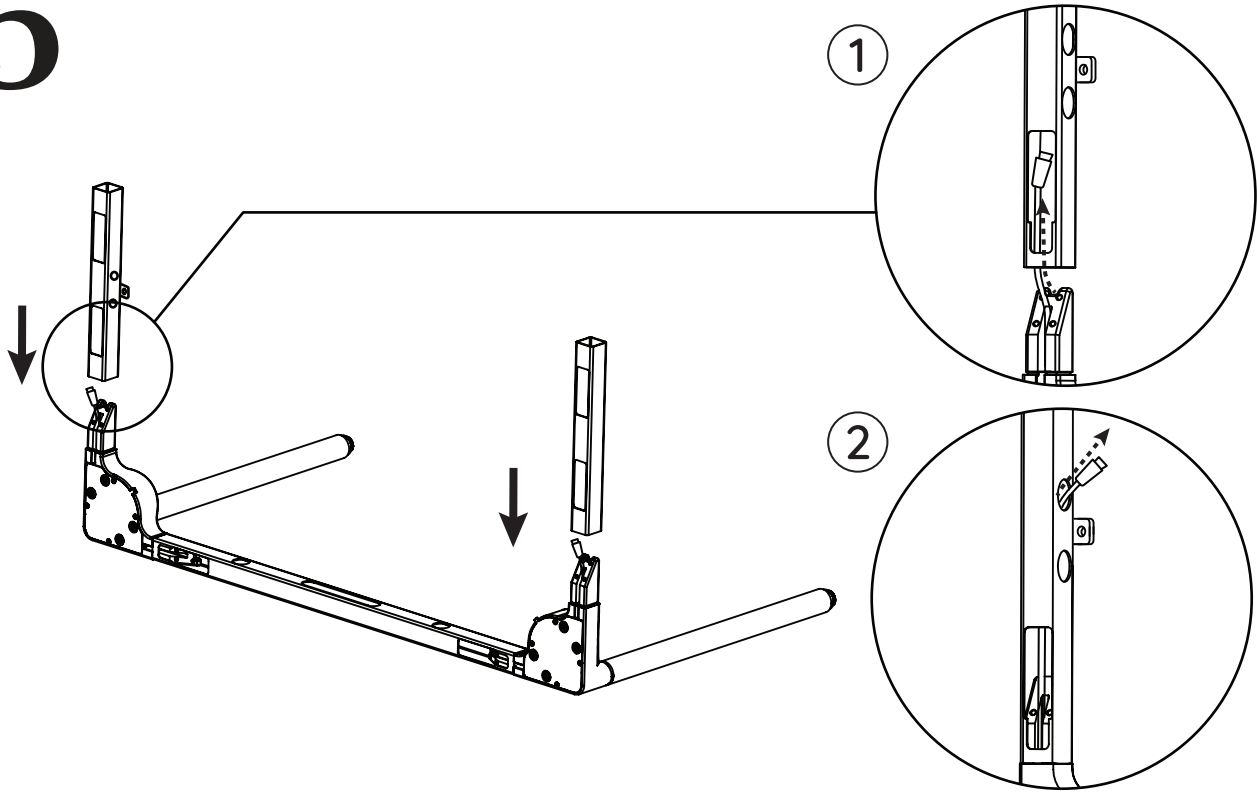


# 4



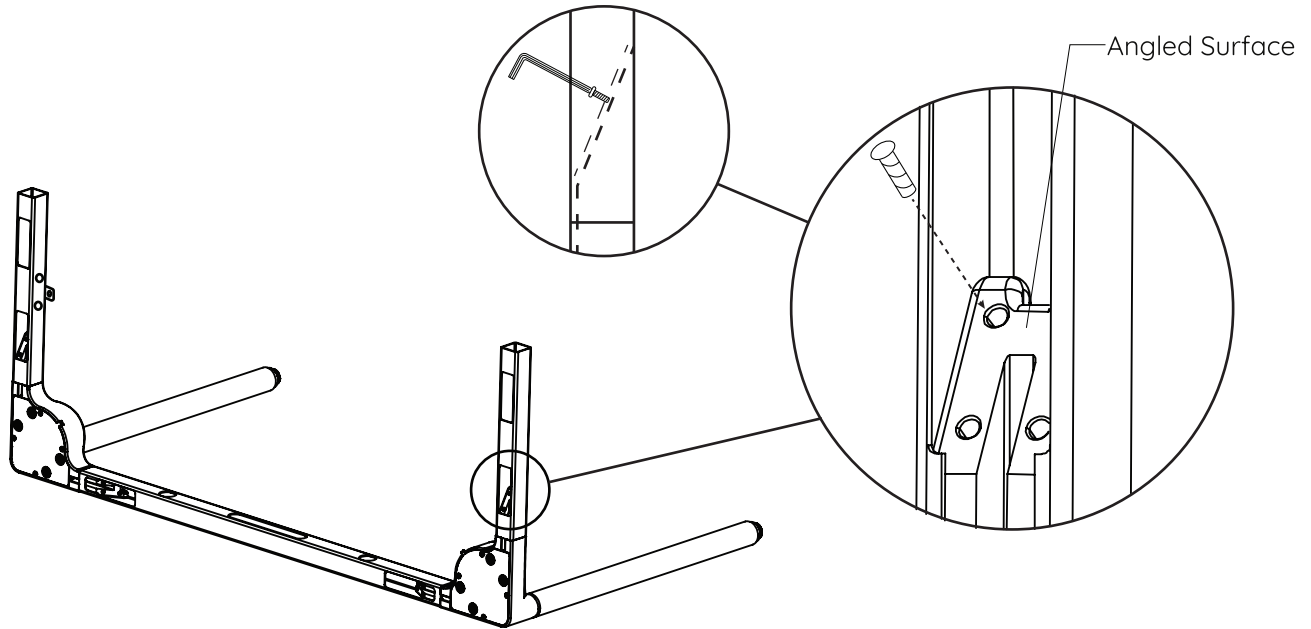
As before, align a single Desk **Frame Screw** (x1) perpendicular to the angled surface and lightly tighten using the **3mm Allen Key**. This will hold the **Leg** and **Long Rail** together for now. Repeat on the other side of the Rail and then continue to the next step.

# 5



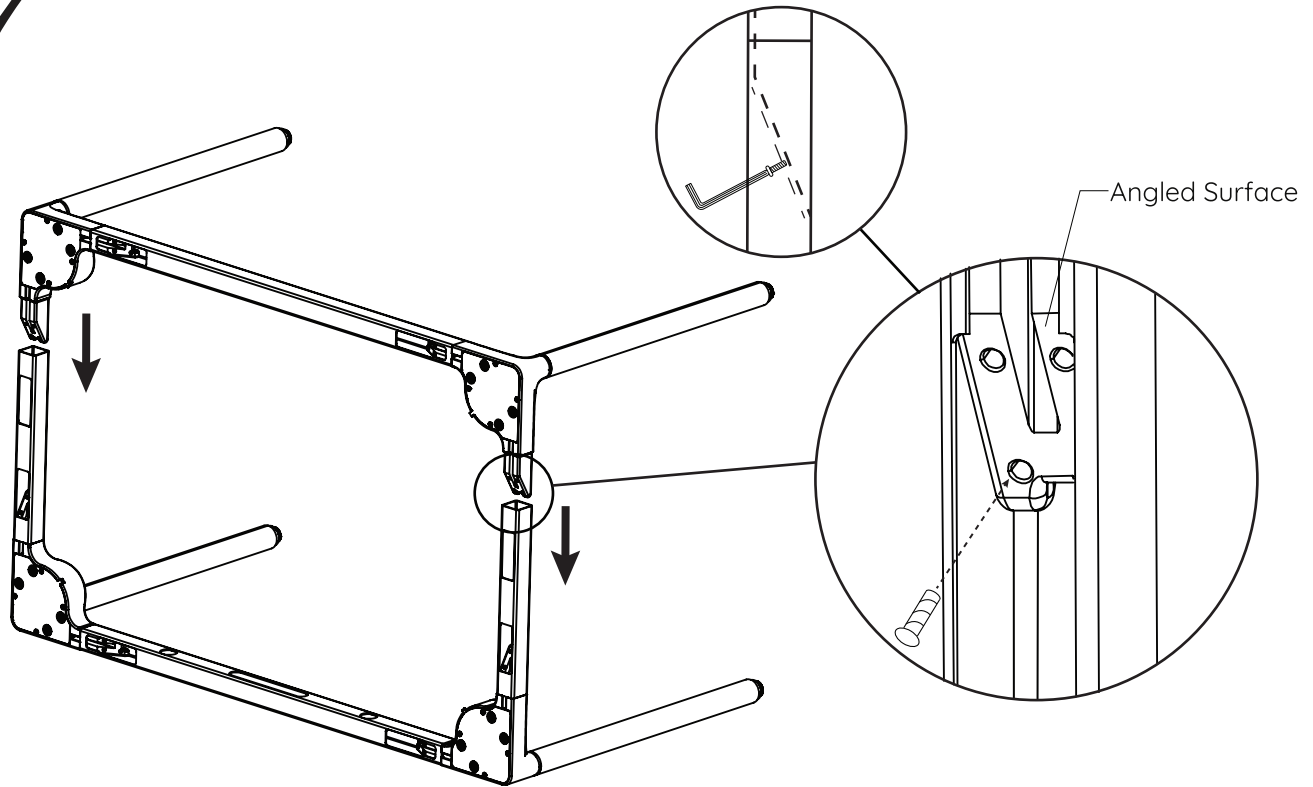
With the cables facing away from the **Long Frame Rail**, carefully slide the **Short Rails** (x2) onto the **Legs** (x2). Ensure the Leg Cables go into the Short Rail and through the angled surface. Last, **pull the cable through the second hole** of the rail as shown.

# 6



As before, align a single **Frame Screw** (x1) perpendicular to the angled surface and lightly tighten using the **3mm Allen Key**. This will hold the **Leg** and **Short Rail** together for now. Repeat on the other side of the Rail and then continue to the next step.

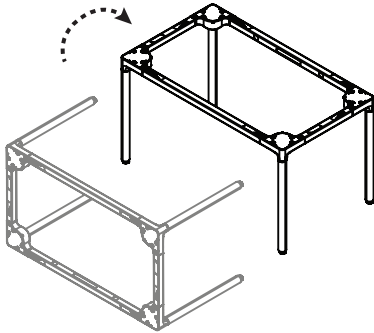
# 7



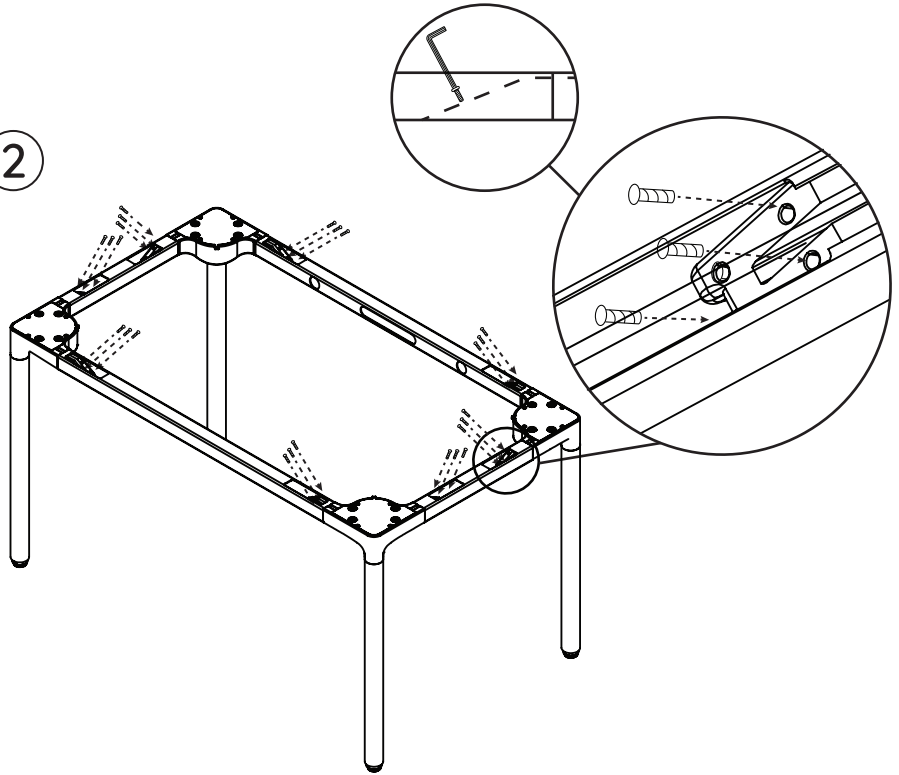
With a friend, carefully slide in the second half of the **desk frame from Step 2**. Next, align a single **Frame Screw** (x1) perpendicular to the angled surface and lightly tighten using the **3mm Allen Key**. This will hold the full frame together for now. Repeat on the other side of the full frame and then continue to the next step.

# 8

1



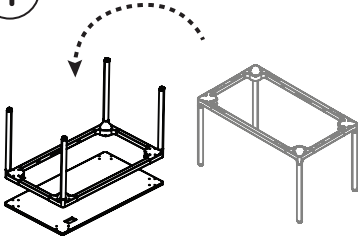
2



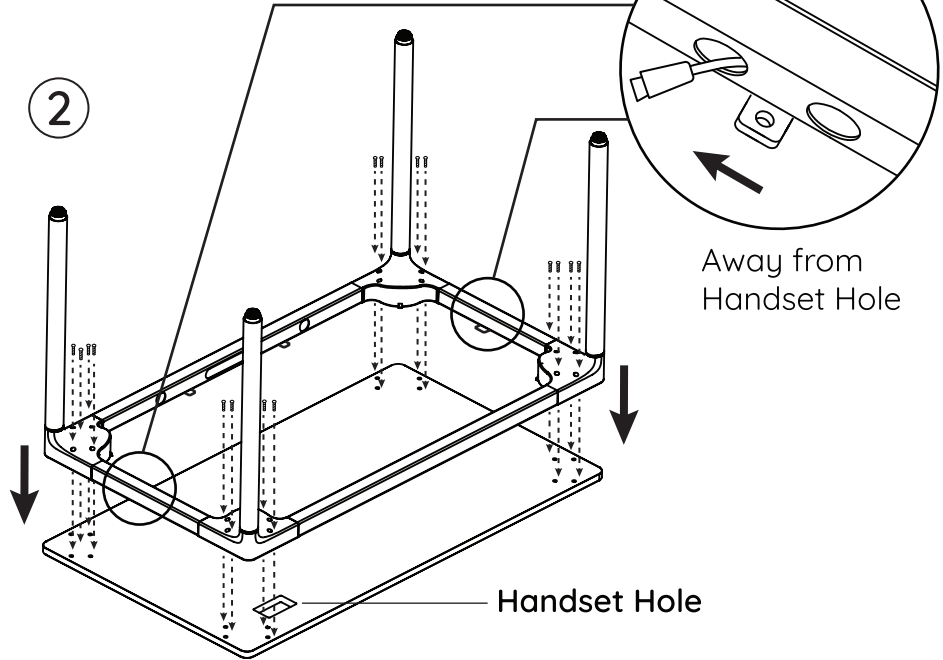
With a friend, carefully flip the assembled desk frame right-side Up. Next, Using the **3mm Allen Key**, carefully align and tightly secure all remaining **Frame Screws** (x24) perpendicular to the angled surfaces. Ensure all lightly tightened **Frame Screws** (x8) are now securely tight as well.

# 9

1



2

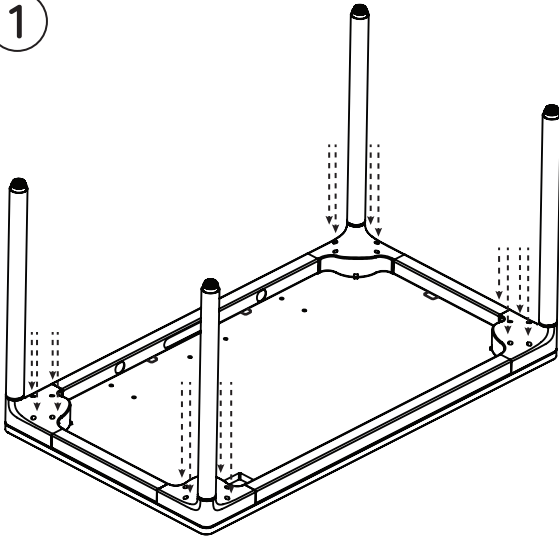


With a friend, position the **Desktop** and frame upside down on a clean flat surface. Next, carefully align the frame against the corners of the **Desktop** so the Frame holes align with the Desktop holes. With the **Screwdriver**, lightly tighten all the **Leg Screws** (Black, x16) to the **Desktop** (x1).

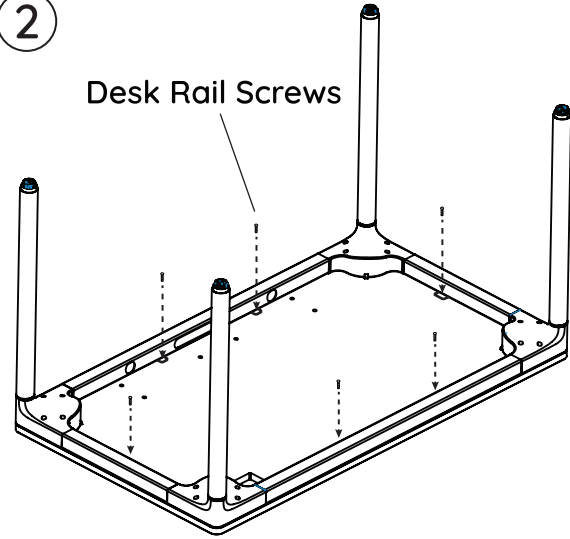
**Note:** Ensure correct orientation of the **Desk Frame** making sure the **short rail cables are facing away** from the **Handset Hole** as shown.

# 10

①



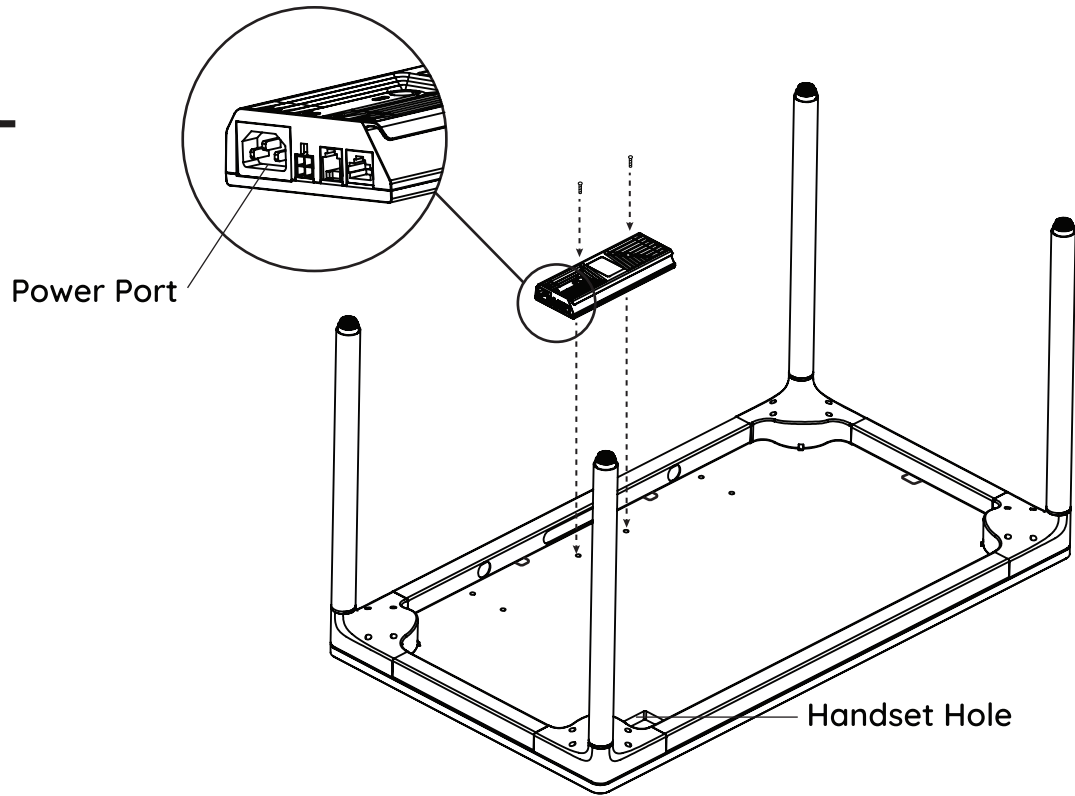
②



With all **Leg Screws** (Black, x16) partially installed and the desk frame aligned with the desktop, securely tighten all lightly tightened screws with the **Screwdriver**. Next, attach the frame rails to the **Desktop** with the **Desk Rail Screws** (Silver, x6) and securely tighten with the **Screwdriver**.

**Note:** If using your own electric screwdriver, use the low torque setting to prevent damage.

# 11

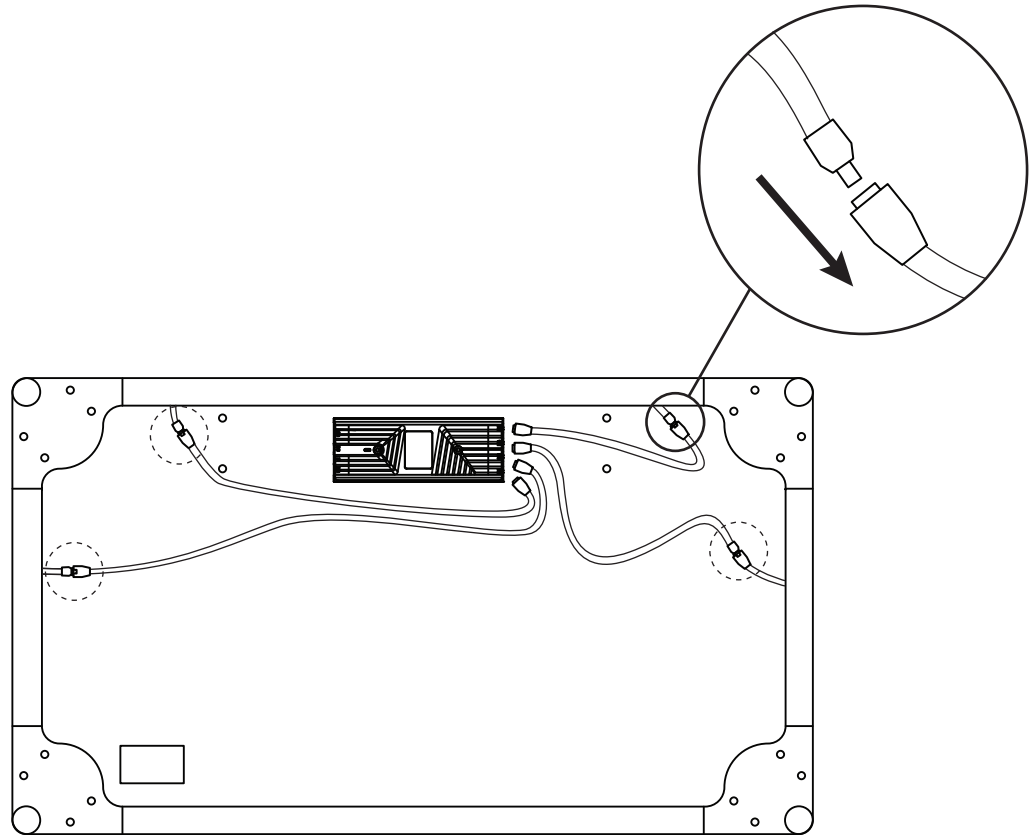


Position and align the **Control Box** (x1) over the **Desktop** mounting holes, making sure the Power Port is facing the Handset Hole side of the desk. Attach the **Control Box** (x1) to the **Desktop** with the **Control Box Screws** (x2) and securely tighten with the **Screwdriver**.

**Note:** If using your own electric screwdriver, use the low torque setting to prevent damage.

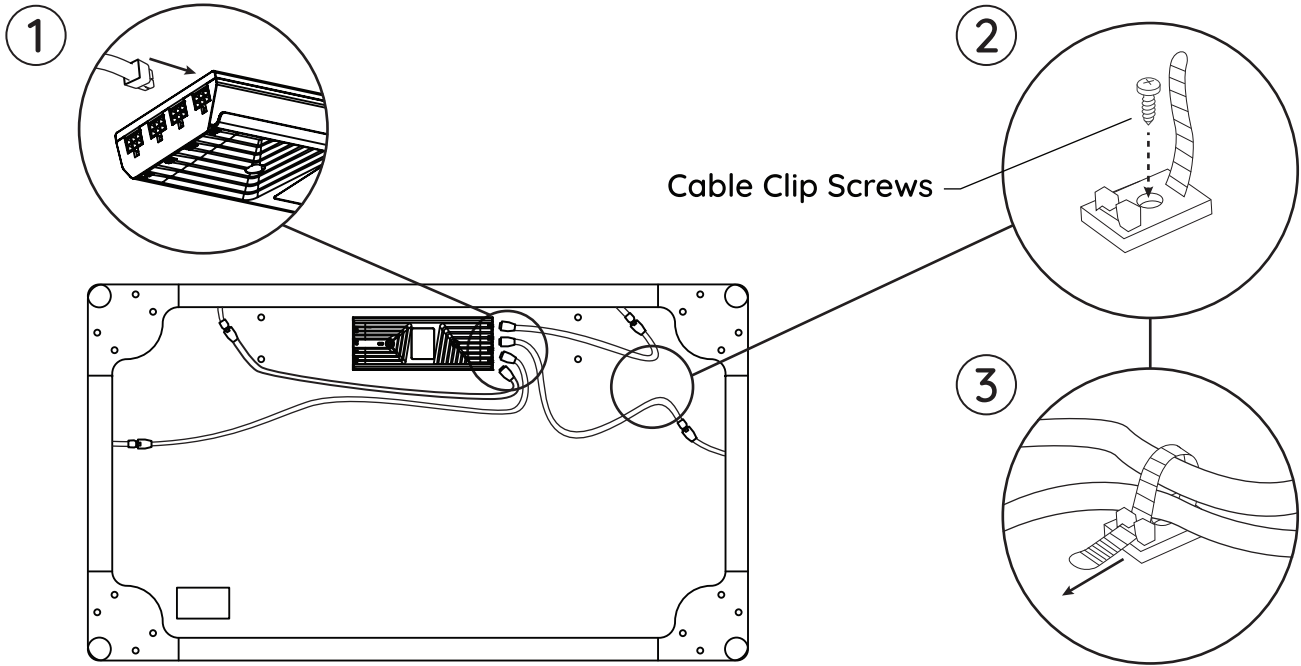


# 12



Connect the **Extension Cables** (x4) to the Leg Cables as shown.

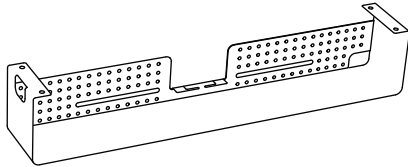
# 13



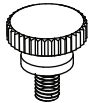
If you purchased the optional **Cable Organizer**, skip ahead to the **next page**. Otherwise, attach the **Cable Extenders** (x4) into the ports of the **Control Box** that face away from the Handset Hole as shown. Use the included **Cable Clips** (x4) to tidy up the cables under your desktop as needed.

# Cable Organizer (optional)

## Cable Organizer



Cable Organizer Tray (x1)

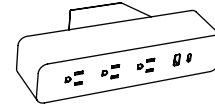


Thumbscrews (x4)

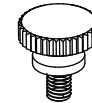


Spacers (x4)  
\*from the original  
Four Leg Desk hardware

## Cable Organizer Power



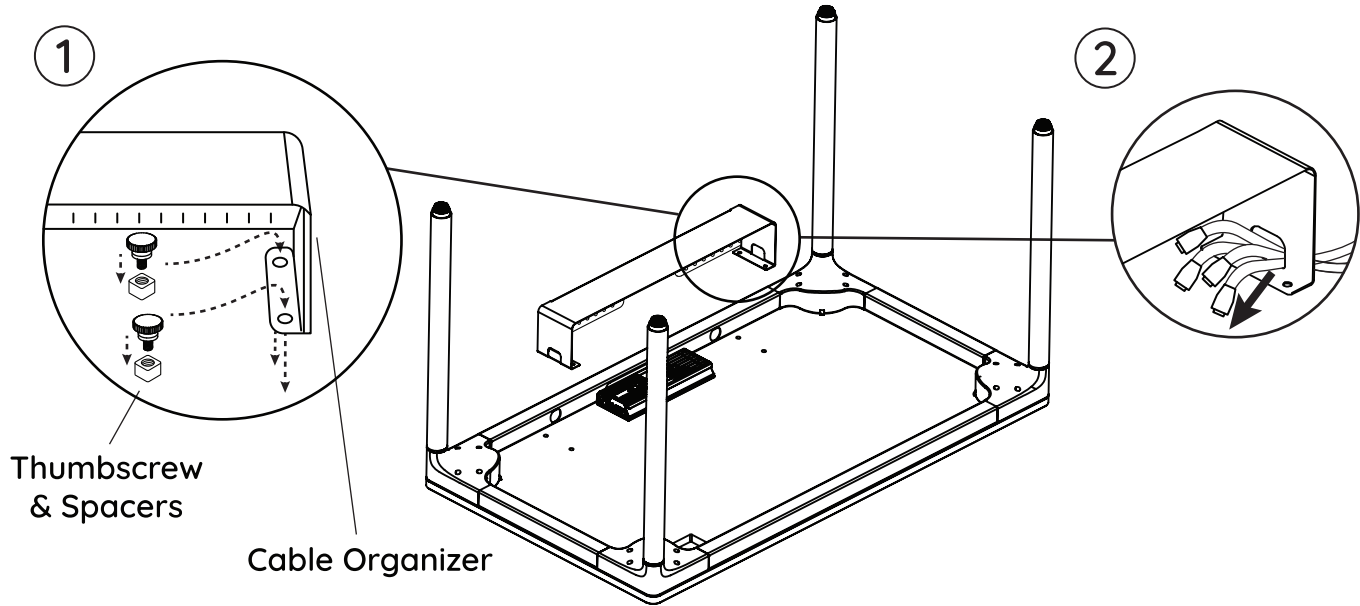
Cable Organizer Power (x1)



Thumbscrew (x1)

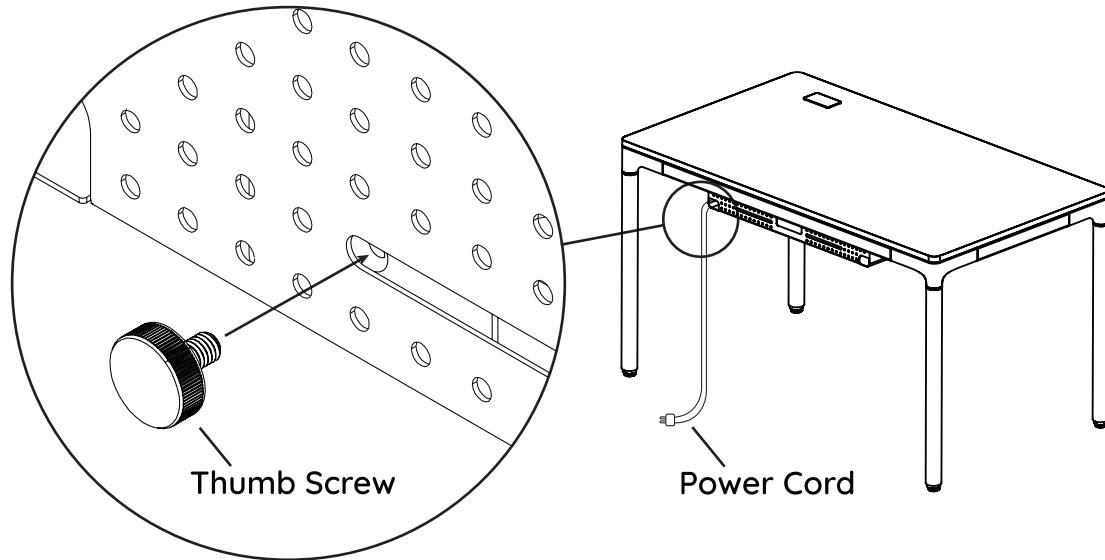
The Four Leg Standing Desk can be configured with an optional **Cable Organizer** and **Cable Organizer Power**. **Steps 14 & 15** cover the attachment of the optional Cable Organizer and Power, if you did not purchase these accessories proceed to **step 16**.

# 14 (optional)



Position the **Cable Organizer** on to the underside of 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 **Thumbscrews** (x4) and **Spacers** (x4). Finally, route the Leg Cables through the top cutout tabs of the organizer.

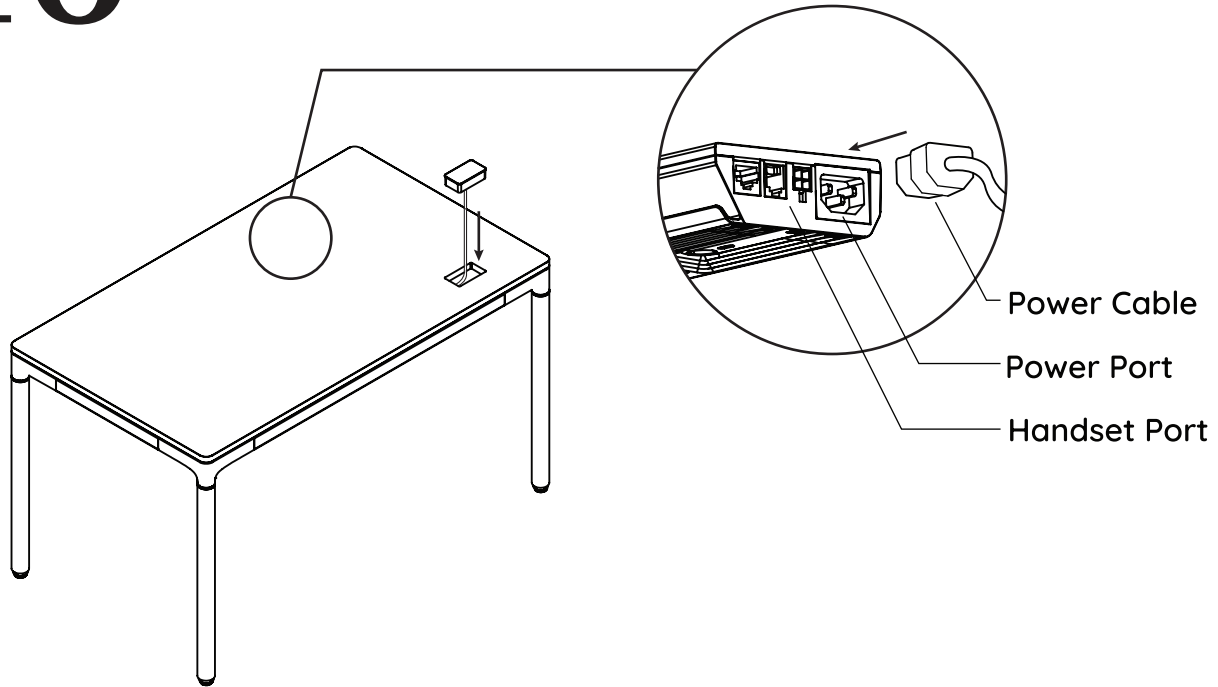
# 15 (optional)



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 **Thumb Screw** (x1).

**Note:** The **Thumb Screw** (x1) fits into the adjustable slot of the **Cable Organizer**.

# 16



With a friend, flip the desk right-side up. Carefully press the **Handset** (x1) into the Handset Hole in the desktop. Next, connect the **Handset** and **Power Cable** (x1) to the **Control Box** as shown. Last, connect the **Power Cable** to the nearest outlet.

# User Guide

**Handset:** Your Four Leg Standing Desk makes use of a programmable Handset with height adjustment and various functions/features that are available to customize to your preferences.

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## Handset Initialization / Reset

1. To initialize/calibrate your desk after assembly (or, if there is an error with the handset) press and hold the **Down Arrow** until the desk reaches its lowest height. Release the Down Arrow. Press and hold the Down Arrow again until the LED display reads "RST", then release the Down Arrow.
  2. Press and hold the **Down Arrow** again until the desk lowers a bit more, slightly raises then stops. Release the Down Arrow. Your desk is now reset / ready to use.
- 



## Raising / Lowering the Desk

To manually raise / lower the desk height, utilize the **Up and Down Arrows** on the Handset until the desktop reaches your desired height.

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## Change Handset Units (Inches or Centimeters)

1. Hold the **Down Arrow** on the Handset until the desk reaches its lowest position. Press and hold the Down Arrow again until the LED display reads "RST".
2. Press and hold the **2 Button** (5 seconds) until the display switches to either "**10.3**" (for CM) or "**10.4**" (for inches). Continue to press and hold the 2 Button (5 seconds) to toggle between CM and Inches until the desired unit is selected. Once the chosen setting is displayed, release the 2 Button and wait 5 seconds for the display to return to "RST".
3. Press and hold the **Down Arrow** again until the desk lowers a bit more, slightly raises then stops. Release the Down Arrow. The new measurement unit setting is now in use.

# User Guide (cont)

**Memory Heights and Locked Positions:** Your Four Leg Standing Desk can save up to 3 different heights of your choice at a time, and desk position has the ability to be temporarily locked to prevent accidental movement.

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## Memory Height Setting

1. Using the **Up and Down Arrows**, position the desk to the desired seated or standing height.
2. Press the **M Button**, then press **"1, 2, or 3"** to save the desired height. Press a given number and the desk will automatically return to its saved height.

## To Overwrite a Memory Setting

1. Using the **Up and Down Arrows**, position the desk to the desired seated or standing height.
2. Press the **M Button**, then press **"1, 2, or 3"** to select the height you want to save over. Press the newly saved number and the desk will automatically return to its saved height.



## Handset Lock

1. To lock the handset, press and hold the **M Button** (about 8 seconds) until the LED display switches to "S-" and then to "LOC". Release the M Button.
2. To unlock the handset, press and the **M Button** (about 8 seconds) until the LED display switches from "LOC" to the height display. Release the M Button.



# User Guide (cont)

**Maximum / Minimum Height Limits:** In addition to memory positions, your Four Leg Standing Desk can be programmed to limit the minimum and maximum height settings (to avoid obstacles in your space or for specific preferences).

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## Setting the Minimum Height Limit Position

1. Adjust the desk to the desired low position
2. Press the **M Button** and release.
3. Press the **Down Arrow** and release
4. The LED display will flash "S-". Press and hold the **M Button** (about 2 seconds) until the LED display changes to "000". The display will automatically return to the selected height. The new minimum lower limit is now set.



## Setting the Maximum Height Limit Position

1. Adjust the desk to the desired high position.
2. Press the **M Button** and release.
3. Press the **Up Arrow** and release
4. The LED display will flash "S-". Press and hold the **M Button** (about 2 seconds) until the LED display changes to "999". The display will automatically return to the selected height. The new maximum higher limit is now set.



## Removing the Minimum / Maximum Height Limit Positions

1. Press the **M Button** and release. The LED display will flash "S-"
2. Within 5 seconds, press the **M Button** again and hold for 2 seconds. The LED display will change to "555" and then automatically return to the height display. The minimum and maximum positions are now removed.

# Contact

Have a question, comment, or suggestion?

hello@branchfurniture.com  
branchfurniture.com

**Branch**