

# Artisan Desk

Assembly Guide

**Branch**



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

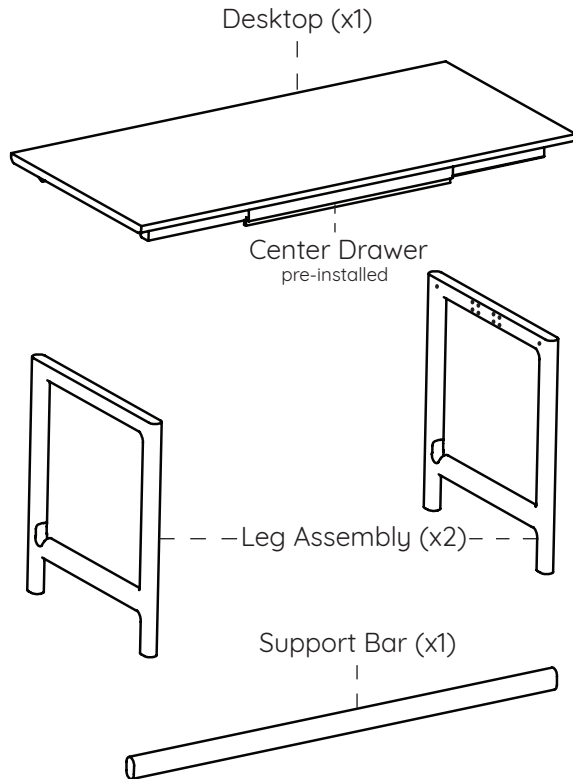
Scan here for a digital copy  
of your assembly guide.



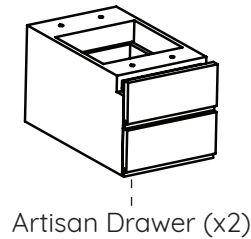
# Caution

- 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 table.
- Do not sit or stand on the table frame. Do not crawl or lie under the table frame.
- Pay Attention to sharp corners and gently open and close drawers to avoid personal injury.
- Every six months, please make sure all bolts, screws, and knobs are securely tightened to ensure stability.
- Do not open or modify any of the optional power components. Doing so risks electric shock and voids any warranty claims.
- Two-person assembly required.
- If any parts are missing, broken, damaged, or worn, stop use of the product until Branch authorized replacement parts are received.
- Keep this manual for future reference.

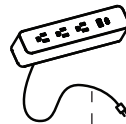
# Components



## Optional Components





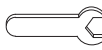





Clamp On Power

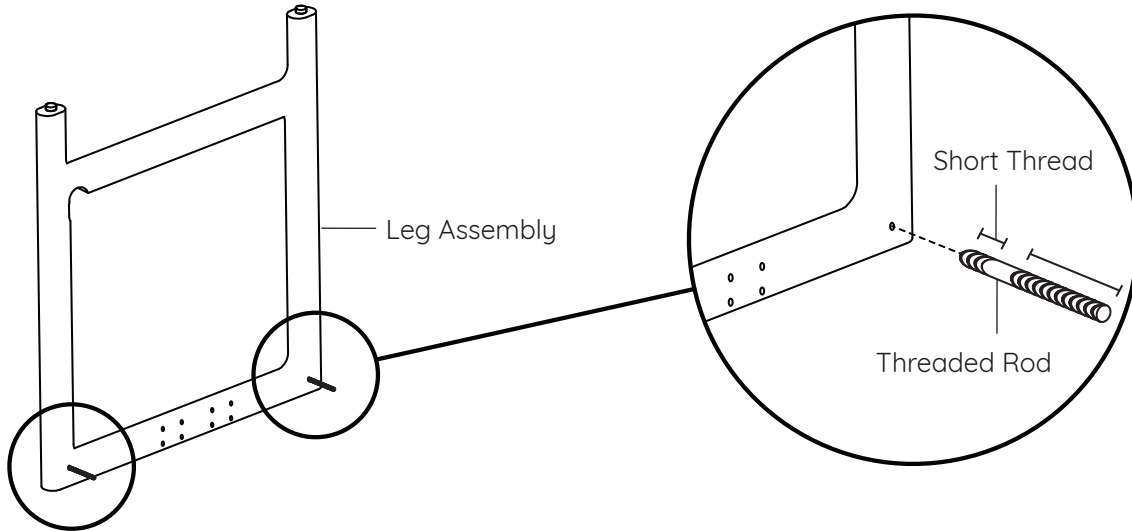


Modular Power

## Included Hardware

M8 x 20mm Screw (x16)	
M6 x 45mm Screw (x2)	
Threaded Rod (x4)	
Washer (x18)	
Lock Washer (x18)	
Nut (x4)	
Half-Circle Spacer (x4)	
Allen Key (x1)	
Wrench (x1)	
M8 x 30mm Screw (x9, Optional)	
Washer (x8, Optional)	
Lock Washer (x8, Optional)	

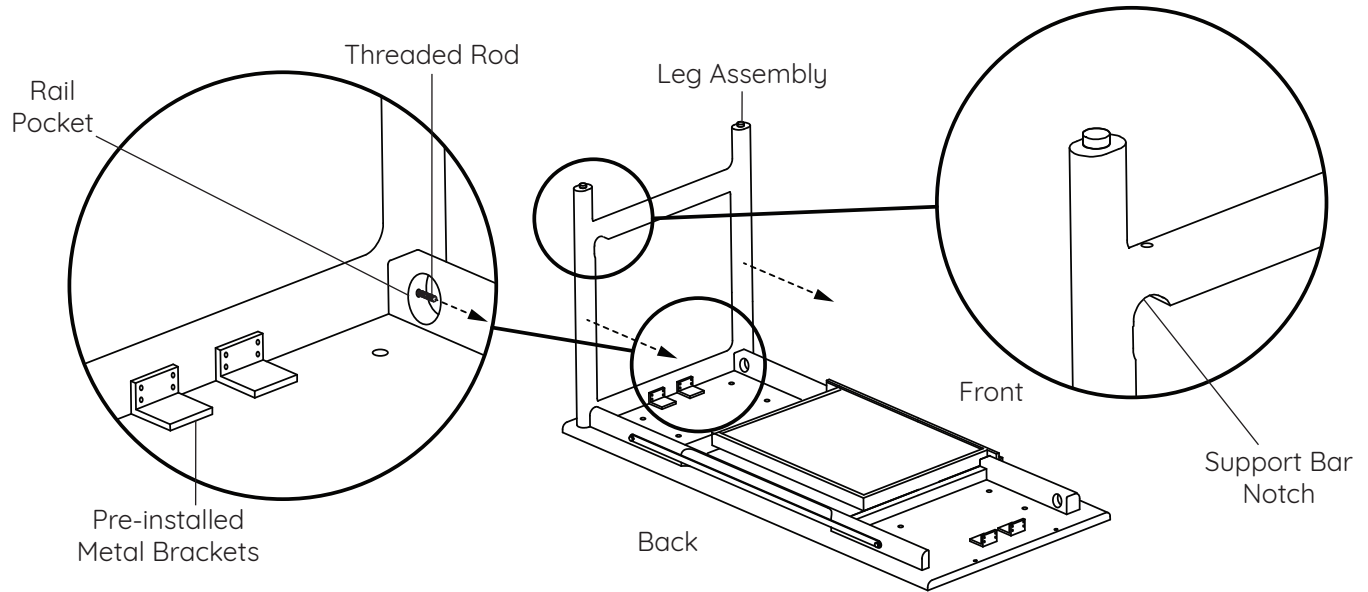
# 1



Screw the **Short Thread** of the **Threaded Rod** (x4) into the **Leg Assembly** (x2) and tighten as tightly as you can by hand using firm pressure. It should feel snug, not loose, and not wobbly. Repeat for the second **Leg Assembly**.

**Note:** Handle the **Threaded Rod** with care when tightening by hand to avoid any discomfort.

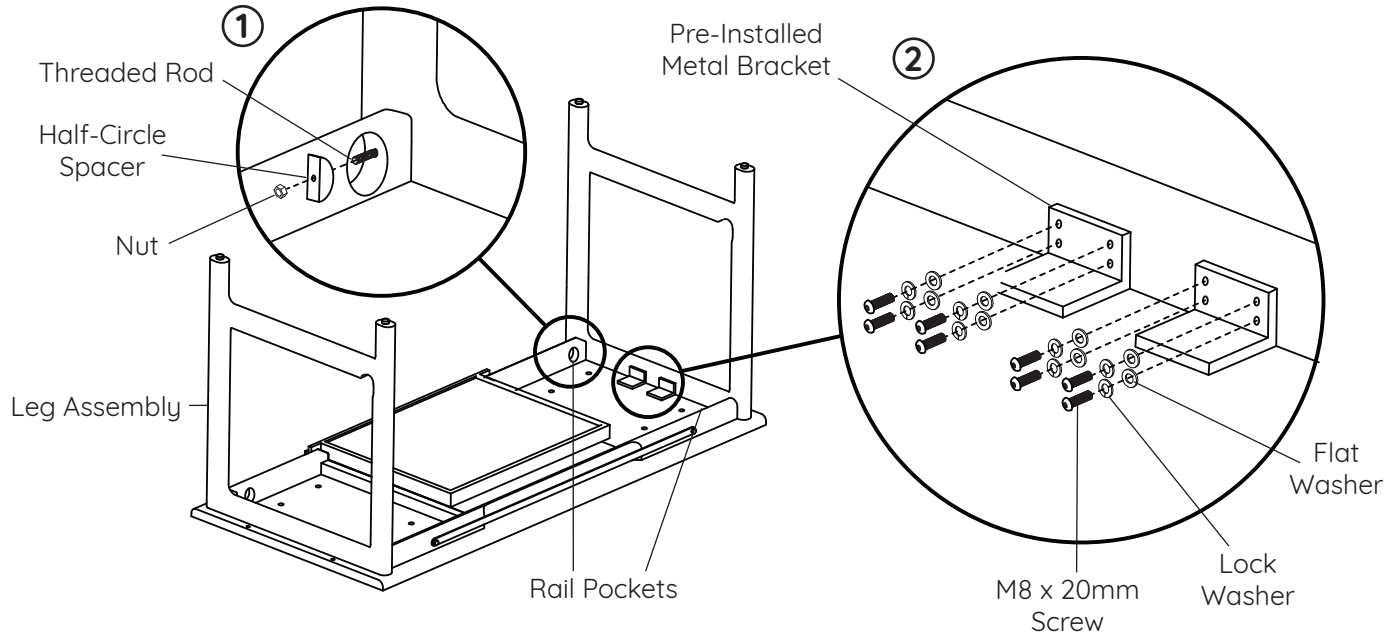
# 2



Lay the **Desktop** (x1) upside down on a clean, flat surface. Next, take a **Leg Assembly** (x1), and align the **Threaded Rod** (x2) with the holes in the **Rail Pockets** and **Pre-installed Metal Brackets**. Take special care to ensure that the **Support Bar Notch** is positioned along the back edge of the desk.

**Note:** Make sure the **Support Bar Notch** is positioned at the back edge of the desk.

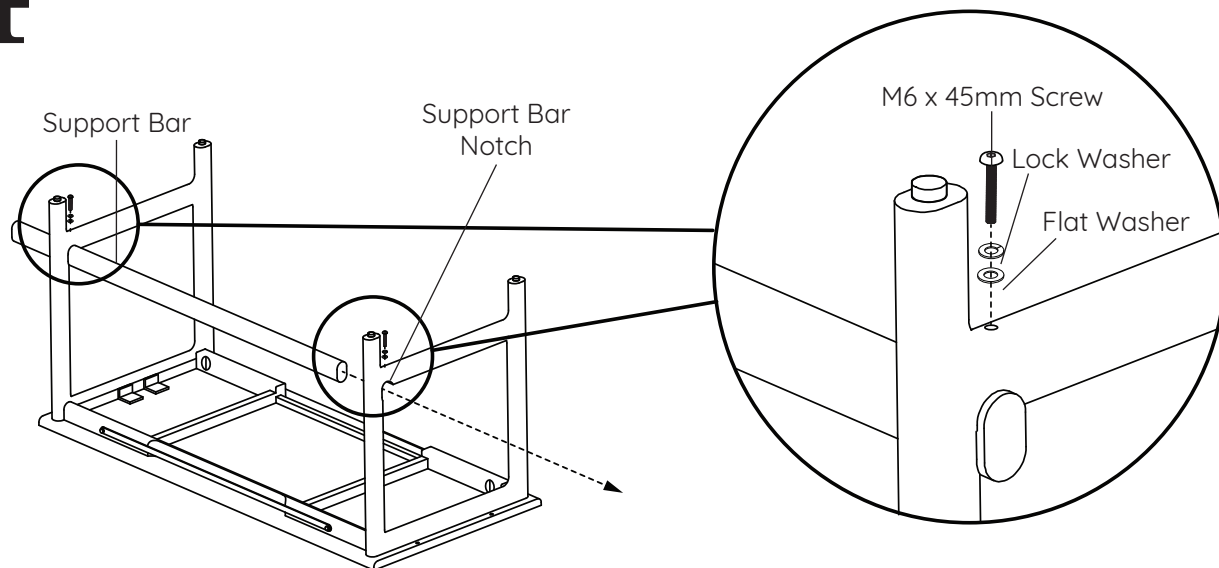
# 3



By Hand, thread the **Half Circle Spacer** (x2) and **Nut** (x2) through the **Rail Pocket** onto the **Threaded Rod** (x2), tightening the **Nut** (x2) securely with the **Wrench**. Next, attach the **Leg Assembly** (x1) to the **Pre-Installed Metal Brackets** using the **M8 x 20mm Screw** (x8), **Lock Washer** (x8), and **Washer** (x8), tightening securely with the **Allen Key**. Repeat for the second **Leg Assembly**.



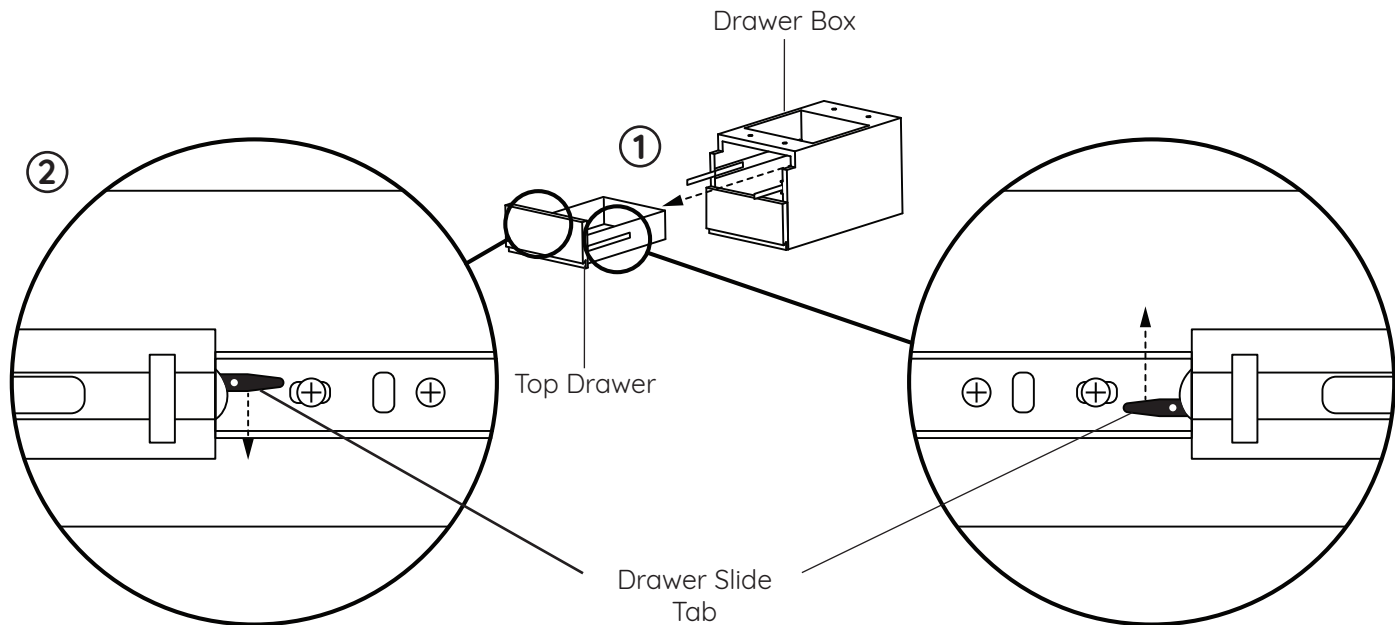
# 4



With the help of a friend, install the **Support Bar** (x1) into the **Support Bar Notches** in the **Leg Assemblies** (x2) by sliding it in from the side. Attach with the **M6 x 45mm Screw** (x2), **Lock Washer** (x2), and **Flat Washer** (x2) and tighten securely with the **Allen Key** (x1). If you purchased the optional **Artisan Drawer** or **Power Accessories**, please continue to Step 5. Otherwise, skip to Step 9.

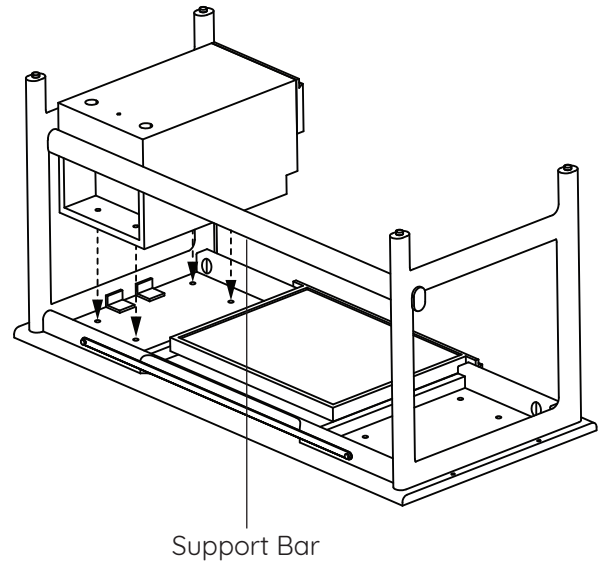
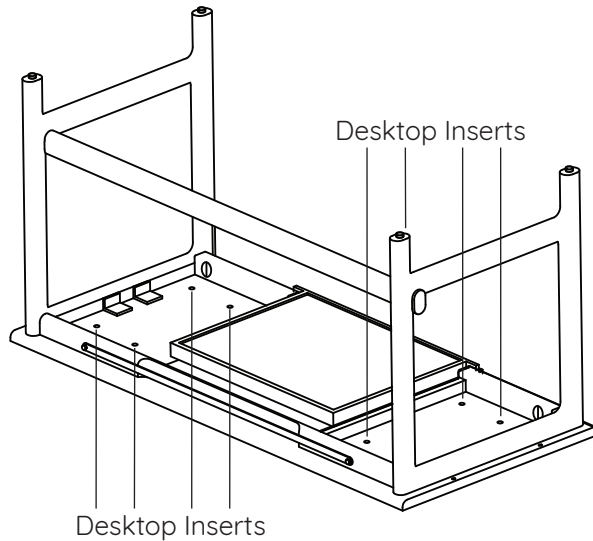
**Note:** Slide the **Support Bar** in from the left or right sides. Do not try pushing the bar directly into position, as this can damage the notch in each leg, or the support bar.

# 5 (Optional Artisan Drawer)



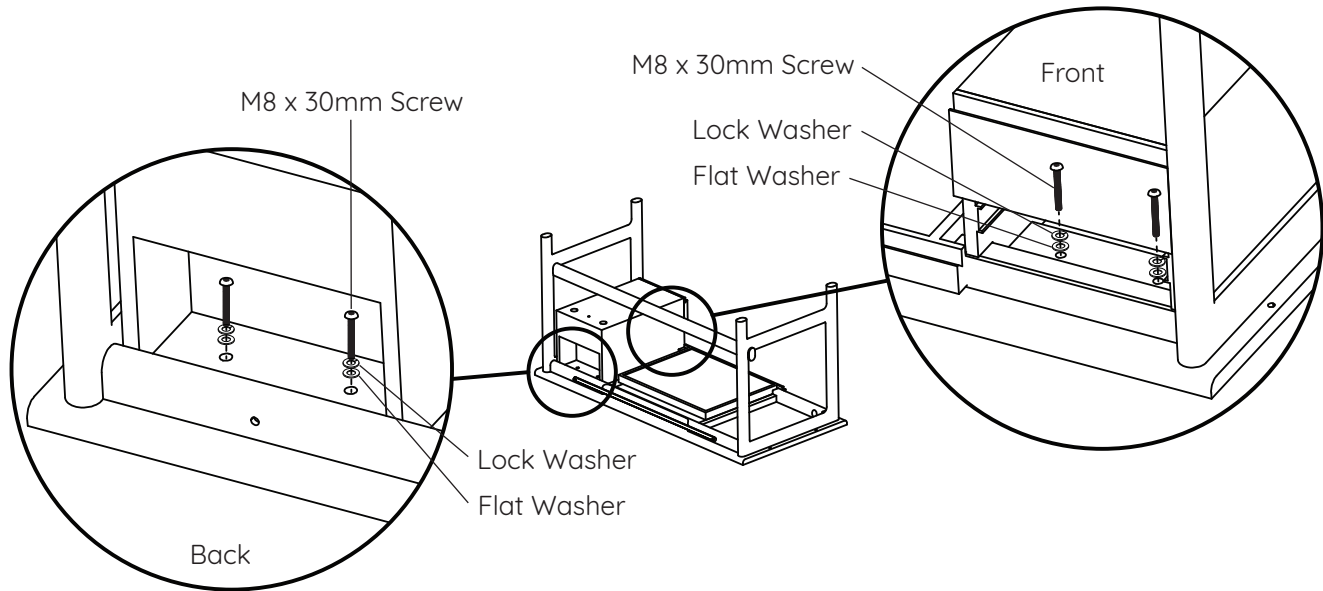
To install the **Artisan Drawer**, first remove the **Top Drawer** by fully extending it outward. Press the **Drawer Slide Tabs**, one side down and the other side up, and then carefully slide the **Top Drawer** out from the **Drawer Box**.

# 6 (Optional Artisan Drawer Continued)



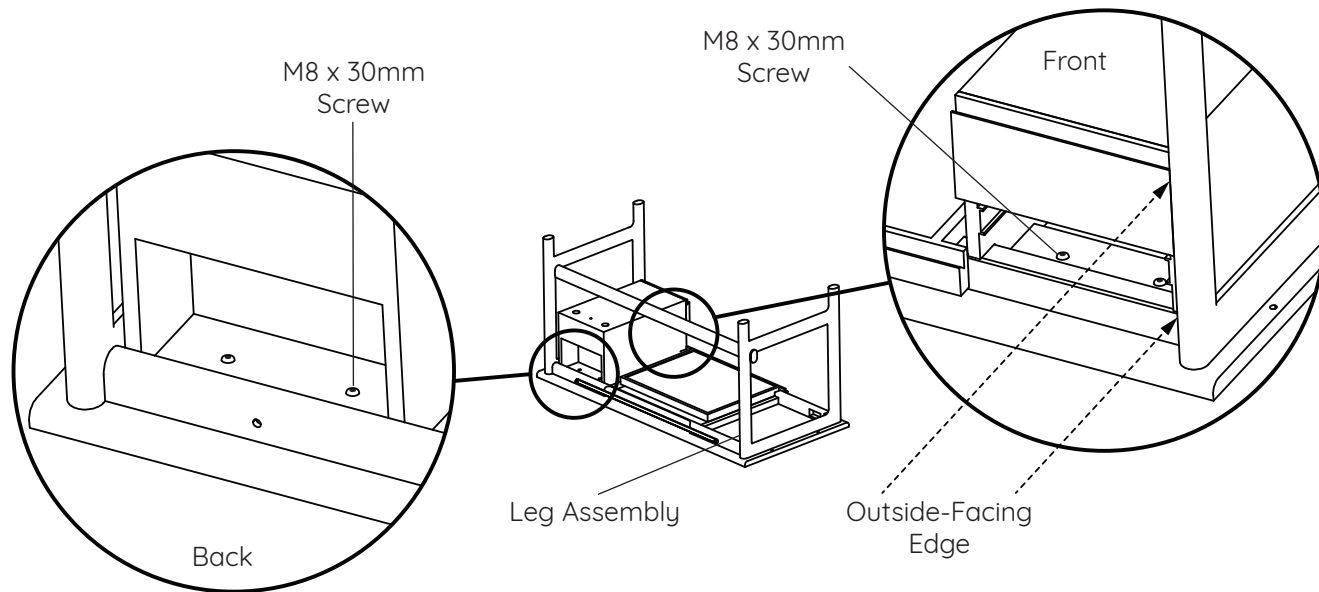
Place the **Artisan Drawer** on the left or right side of the **Desktop** as desired, ensuring that the back of the **Drawer Box** is facing the **Support Bar** (x1). Next, align the **Desktop Inserts** with the 4 holes on the top of the **Drawer Box**.

# 7 (Optional Artisan Drawer Continued)



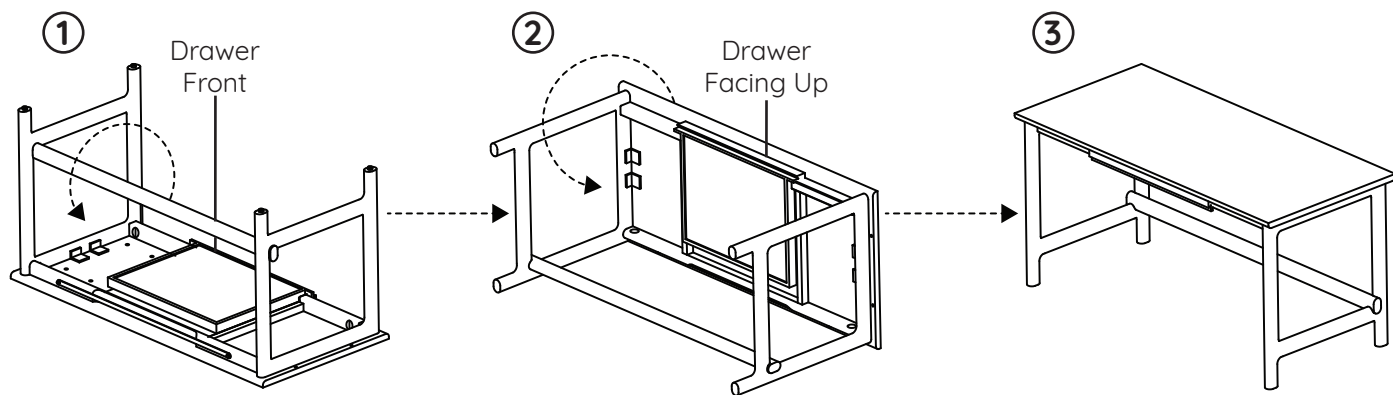
Attach the **Drawer Box** to the **Desktop** (x1) using the **M8 x 30mm Screw** (x4), **Lock Washers** (x4), and **Flat Washers** (x4) included with the drawer hardware set. Hand-tighten all screws; do not fully tighten yet.

# 8 (Optional Artisan Drawer Continued)



Finally, align the **Outside-Facing Edge** of the **Drawer Box** to the **Leg Assembly** (x2) and securely tighten the **M8 x 30mm Screw** (x4) with the **Allen Key** (x1). If attaching two **Artisan Drawers**, repeat steps 5, 6, 7, and 8 for the second drawer.

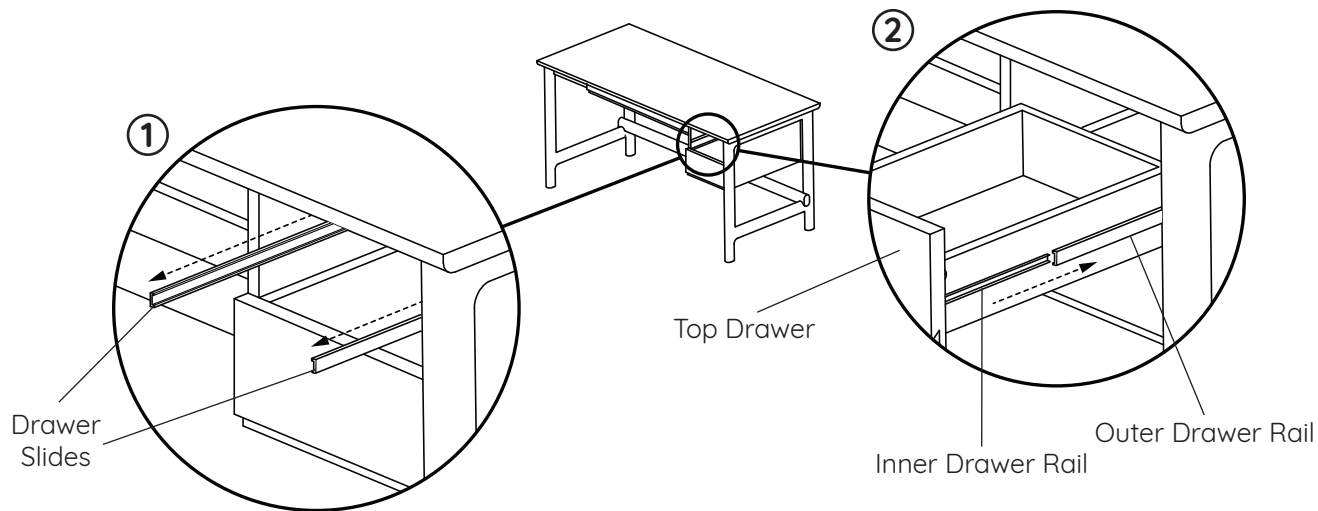
# 9



With help from a friend, carefully flip the **Artisan Desk** onto its feet.

**Note:** Drawers may slide open while flipping the desk upright.  
When flipping, make sure the desk is turned with the **Center Drawer** facing up.

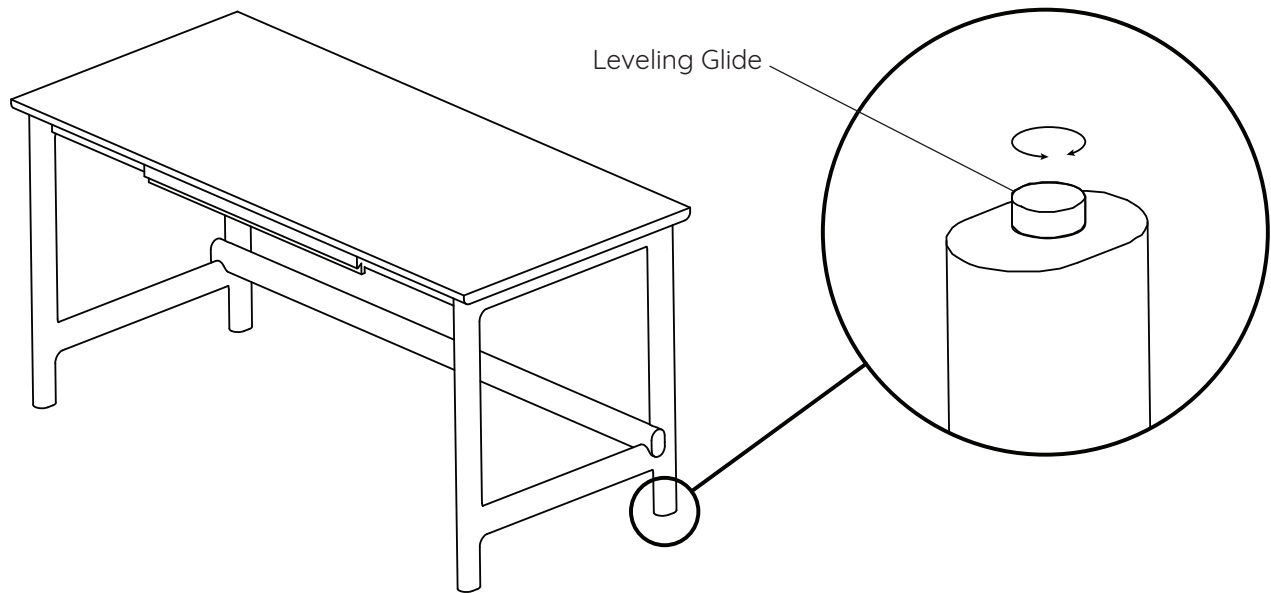
# 10 (Optional Artisan Drawer Continued)



Fully extend the **Drawer Slides** on both sides of the **Drawer Box** for better visibility. Carefully align the **Outer Drawer Rails** with the **Inner Drawer Rails**, then gently push the **Top Drawer** in until you hear a “click”. This means the **Drawer Slide Tabs** are locked. Open and close the **Drawer** a few times to confirm smooth operation.

If pushing and pulling in the drawer is difficult, remove the **Top Drawer** and restart the Top Drawer reinstallation process.

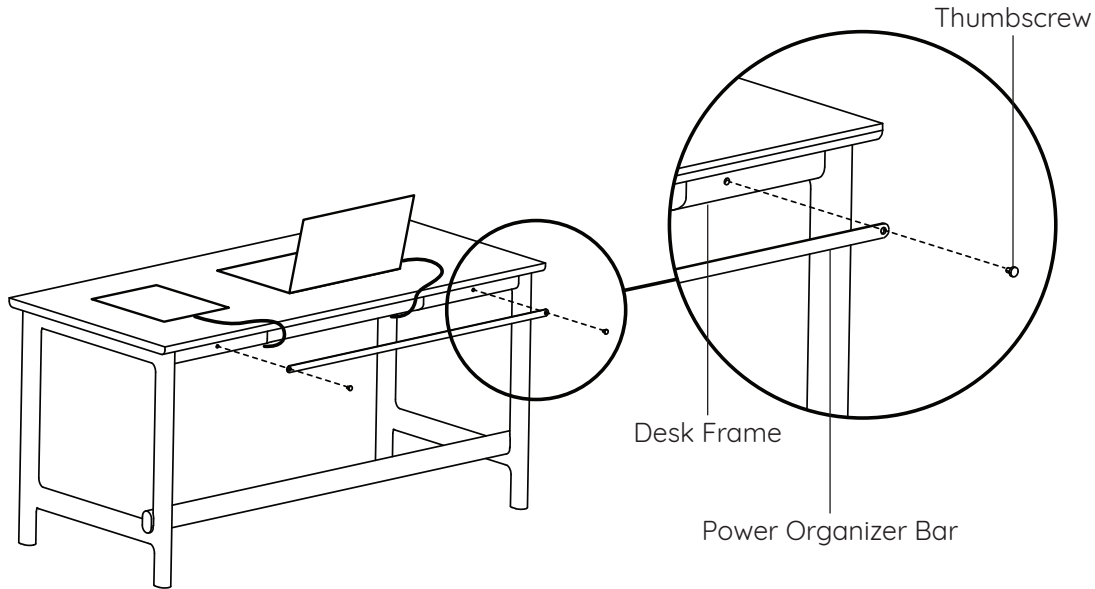
# User Guide (Leveling Glides)



To level the **Artisan Desk** on uneven flooring, adjust the **Leveling Glide** located on the bottom of the desk legs. Turn the **Glide** clockwise to lower that corner of the desk, or counterclockwise to raise it, until the desk is level and stable.

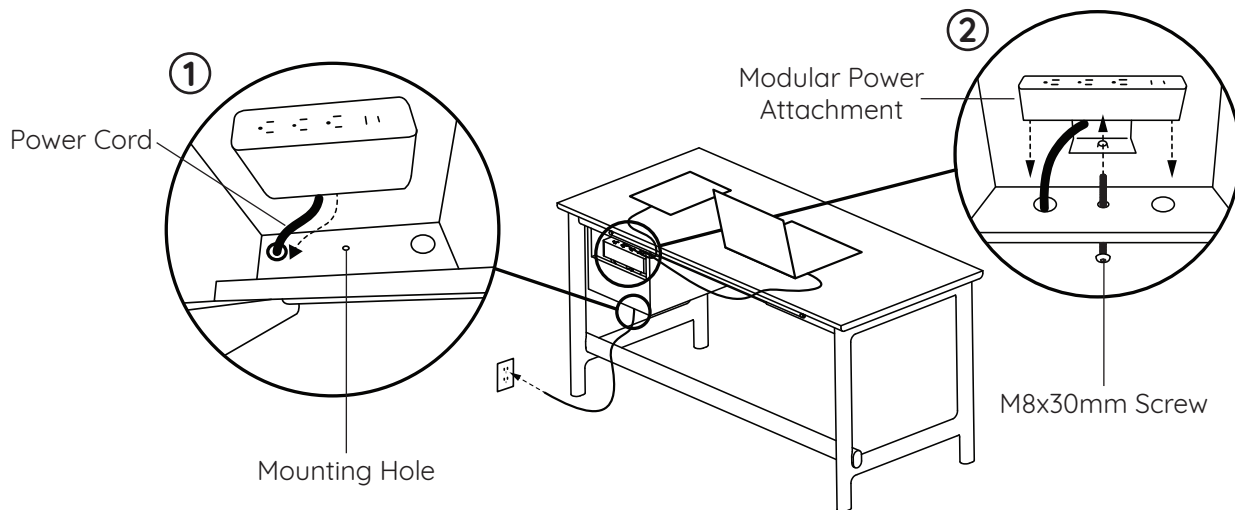


# User Guide (Power Organizer Bar)



The **Power Organizer Bar** helps manage desktop cables at the rear of the desk. For small cords, simply slide them into the space between the **Desk Frame** and the **Power Organizer Bar**. For thicker cables, first remove the **Thumbscrew** from one end of the **Power Organizer Bar** and gently pivot the **Bar** away from the **Frame**. Slide the thicker cable into the opening, then re-align and secure the **Power Organizer Bar** by tightening the **Thumbscrew**.

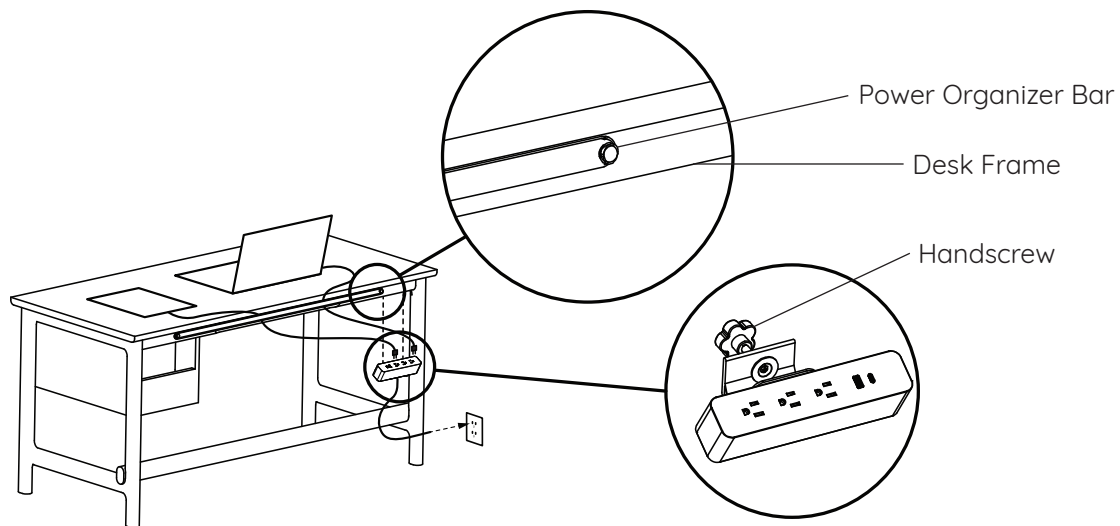
# 11 (Optional Modular Power Attachment)



First, remove the **Thumbscrew** from the **Modular Power**, then guide the **Power Cord** through one of the large holes on the back of the **Artisan Drawer**. Next, align the mounting hole on the **Modular Power Bracket** with the corresponding **Mounting Hole** in the **Artisan Drawer**, and secure it with the included **M8x30mm Screw** (x1). Finally, plug the power cable into the nearest outlet.

**Note:** This is only compatible with users who have purchased the **Artisan Drawer**.

# 12 (Optional Clamp-On Power Attachment)



Position the **Clamp-On Power Attachment** on the desk frame, either to the left or right of the **Power Organizer Bar**, making sure it is not placed above an **Artisan Drawer** as shown, and secure it in place using the handscrew. Finally, plug the **Clamp-On Power Attachment** into the nearest outlet.

Note: The **Clamp-On Power Attachment** is not compatible with desks that have two **Artisan Drawers** installed.

# FAQ

## Category

## Answer

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What Branch Accessories are compatible with the Executive Desk?

The following accessories are compatible with the Artisan Desk: Monitor Stands, Monitor Arms, Branch Desk Insert Accessories, Artisan Drawer, and Clamp on Power.

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My desk is slightly wobbling side to side after assembly.

Tighten all bolts as much as possible to eliminate any wobble, and check that they remain tight every six months.

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Since this is real wood, how can I keep the surface clean?

Wipe with a dry microfiber cloth or duster. For more stubborn grime, use a solution of mild dish soap and warm water, applying it with a damp cloth and wiping dry with a clean cloth. Avoid using abrasive cleaners or harsh chemicals on wood, as they can damage the finish.

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How much adjustment do the levelling feet provide?

The leveling feet provide roughly 1/4" (6mm) of adjustment.

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# 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

# Contact

Have a question, comment, or suggestion?

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# Branch