

Bush Furniture Bristol Modern Secretary Desk with Storage Cabinet

Bush Furniture Bristol Modern Secretary Desk with Storage Cabinet User Manual

1. INTRODUCTION

This manual provides comprehensive instructions for the assembly, operation, and maintenance of your Bush Furniture Bristol Modern Secretary Desk with Storage Cabinet. Please read all instructions carefully before beginning assembly and retain this manual for future reference.



Figure 1.1: The Bush Furniture Bristol Modern Secretary Desk with Storage Cabinet in its closed position, showcasing its compact and contemporary design.

The Bristol Secretary Desk offers a compact home office solution, featuring a flip-down work surface, internal storage, a central cubby, and a lower cabinet with adjustable shelving. Its design is optimized for functionality in smaller spaces.

2. SAFETY INFORMATION

- Always follow assembly instructions precisely. Incorrect assembly can lead to instability and potential injury.
- Ensure all hardware is securely tightened before use. Periodically check and re-tighten as necessary.
- Do not exceed the maximum recommended load capacity for any surface. The flip-down work surface supports up to 15 pounds (6.8 kg).
- Keep small parts and hardware away from children and pets during assembly to prevent choking hazards.
- For heavy items, always use proper lifting techniques or seek assistance to prevent injury.
- This product is designed for indoor use only.

3. PACKAGE CONTENTS

Before beginning assembly, verify that all components and hardware are present. Refer to the included parts list in your packaging. The main components include:

- Secretary Desk Panels (various sizes)
- Storage Cabinet Doors
- Adjustable Shelf
- Fixed Shelves
- Assembly Hardware (screws, dowels, cam locks, hinges, etc.)

If any parts are missing or damaged, please contact Bush Furniture customer support.

4. SETUP AND ASSEMBLY

Assembly of the Bush Furniture Bristol Secretary Desk is required. It is recommended that two adults perform the assembly due to the size and weight of the components.



Figure 4.1: An exploded diagram illustrating the various components and features of the desk, including upper concealed storage, work surface, open cubby, adjustable shelf, and lower concealed storage.

4.1. Tools Required

- Phillips Head Screwdriver
- Hammer (optional, for dowels)

4.2. Assembly Steps

1. **Unpack and Organize:** Carefully unpack all components and hardware. Lay them out on a clean, soft surface (e.g., carpet or blanket) to prevent scratches. Identify each part using the provided parts list.
2. **Assemble Frame:** Begin by assembling the main frame of the desk according to the step-by-step instructions provided in your product packaging. Ensure all cam locks and screws are tightened.
3. **Install Shelves:** Insert the fixed shelves into their designated slots. Install the adjustable shelf using the provided shelf pins in your desired position within the lower cabinet.
4. **Attach Work Surface:** Secure the flip-down work surface using the specified hinges and hardware. Test its movement to ensure smooth operation.
5. **Install Doors:** Attach the doors to the lower cabinet using the provided hinges. Adjust hinges as needed to ensure proper alignment and closure.

6. **Final Checks:** Once assembled, gently move the desk to its desired location. Ensure it is stable and level. Re-tighten any loose hardware.

For detailed, step-by-step visual instructions, please refer to the assembly guide included in your product packaging.

5. OPERATING INSTRUCTIONS

5.1. Flip-Down Work Surface

The upper section of the desk features a flip-down work surface. To open, gently pull the top panel forward. The surface will lower to create a functional desk space suitable for a laptop or writing tasks. This surface supports up to 15 pounds (6.8 kg).



Figure 5.1: The desk with its upper panel flipped down, exposing the work surface and an internal compartment for small office supplies. Note the wire management cutout.



Figure 5.2: The desk in use, demonstrating the flip-down work surface accommodating a laptop and other small items, integrated into a home office environment.

5.2. Internal Storage Compartment

Behind the flip-down work surface, an internal compartment is available for storing writing utensils, notepads, stationery, and other small office supplies. This helps keep your workspace organized when the desk is closed.

5.3. Center Cubby Space

An open cubby space is located below the work surface. This area is ideal for quick access to items such as magazines, work-in-progress documents, or small electronic devices.

5.4. Lower Storage Cabinet

The lower section of the desk features a two-door cabinet. Inside, you will find one fixed shelf and one adjustable shelf. The adjustable shelf allows for flexible storage configurations to accommodate books, binders, reference materials, or other household items.



Figure 5.3: The lower storage cabinet with its doors open, revealing the internal shelving designed for organizing various items such as a printer, books, and baskets.

5.5. Wire Management

The desk includes integrated wire management features to help keep cables organized and out of sight, contributing to a tidy workspace.

6. MAINTENANCE

6.1. Cleaning

To clean the desk, simply wipe surfaces with a dry cloth. Avoid using abrasive cleaners, harsh chemicals, or excessive moisture, as these can damage the finish.

6.2. Hardware Checks

Periodically inspect all screws, bolts, and other hardware to ensure they remain tight. Re-tighten as necessary to maintain the desk's stability and structural integrity.

7. TROUBLESHOOTING

7.1. Desk Instability

- **Issue:** The desk wobbles or feels unstable.
- **Solution:** Check all assembly hardware to ensure it is fully tightened. Ensure the desk is placed on a level surface. If necessary, use shims under the feet to stabilize.

7.2. Doors Not Aligning

- **Issue:** The lower cabinet doors do not close properly or are misaligned.
- **Solution:** Adjust the hinges on the inside of the cabinet doors. Most hinges allow for vertical, horizontal, and depth adjustments using a screwdriver. Refer to the hinge manufacturer's instructions if specific adjustments are unclear.

7.3. Missing or Damaged Parts

- **Issue:** Parts are missing from the package or arrived damaged.
- **Solution:** Do not attempt to assemble the product with missing or damaged parts. Contact Bush Furniture customer support immediately for replacement parts.

8. SPECIFICATIONS

Feature	Detail
Model	Bristol Modern Secretary Desk with Storage Cabinet
Dimensions (Overall)	35" W x 18" D x 48" H (88.9 cm W x 45.7 cm D x 121.9 cm H)
Item Weight	129.2 Pounds (58.6 kg)
Maximum Recommended Load (Work Surface)	15 Pounds (6.8 kg)
Material	Engineered Wood
Finish Type	Restored Gray / Thread Gray
Number of Shelves	4 (1 adjustable, 3 fixed)
Assembly Required	Yes
Care Instructions	Wipe with Dry Cloth
Safety Standard	Meets ANSI/SOHO quality standards



Upper Storage Dimensions
H 15.85" (40.25 cm) x W 31.34" (79.6 cm) x D 17.09" (43.4 cm)

Lower Storage Dimensions
H 20.71" (52.6 cm) x W 31.34" (79.6 cm) x D 17.17" (43.6 cm)

Figure 8.1: Detailed dimensions of the Bush Furniture Bristol Modern Secretary Desk, including height, width, and depth measurements in both inches and centimeters.

Thread Gray

Restored Gray

Figure 8.2: A visual representation of the two-tone finish, featuring Thread Gray and Restored Gray, which are used on the desk.

9. WARRANTY AND SUPPORT

9.1. Manufacturer's Warranty

The Bush Furniture Bristol Modern Secretary Desk with Storage Cabinet is backed by a **1-Year Manufacturer's Warranty**. This warranty covers defects in materials and workmanship under normal use. Please retain your proof of purchase for warranty claims.

9.2. Customer Support

For assistance with assembly, missing parts, warranty claims, or any other inquiries, please contact Bush Furniture customer support:

- **Website:** Visit the official Bush Furniture website for support resources and contact information.
- **Phone:** Refer to your product packaging or the Bush Furniture website for the most current customer service phone number.

When contacting support, please have your product model name (Bristol Modern Secretary Desk with Storage Cabinet) and ASIN (B09134HCX4) available.

