

Bush Furniture ECH007GS

Bush Business Furniture Echo L Shaped Bow Front Desk with Mobile File Cabinet (Model ECH007GS)

Instruction Manual

1. IMPORTANT SAFETY INFORMATION

Please read and understand all instructions before assembly and use. Keep this manual for future reference.

- Always secure the casters on the mobile file cabinet when not in use to prevent unintended movement.
- Assemble and use the desk according to the provided instructions to prevent tip-over risks.
- Be cautious of sharp edges and heavy components during assembly and use to avoid injury.
- Keep children and pets away from the desk and cabinet during assembly and when the cabinet is in motion.
- Do not overload drawers or desk surfaces. Distribute weight evenly.

2. PRODUCT OVERVIEW

The Bush Business Furniture Echo L Shaped Bow Front Desk with Mobile File Cabinet is designed for office environments, offering a spacious work surface and integrated storage. This unit includes a 60W Bow Front Desk, a 36W Return, and a 3-Drawer Mobile File Cabinet. The desk features a durable thermally fused laminate finish resistant to scratches and stains. The bow front design allows for collaborative use. The mobile file cabinet provides convenient storage and mobility.



Figure 2.1: Overview of the L-shaped desk and mobile file cabinet in an office environment.



Figure 2.2: A broader view of the desk setup, showcasing its integration with other office furniture.

3. SETUP AND ASSEMBLY

Assembly of the Bush Business Furniture Echo L Shaped Bow Front Desk and Mobile File Cabinet is required. Please refer to the detailed assembly instructions provided in the packaging for step-by-step guidance.

3.1 Before You Begin

- **Unpack all components:** Carefully remove all parts from the packaging and verify against the parts list in your assembly manual.
- **Clear a workspace:** Ensure you have ample space for assembly, preferably on a soft, clean surface to prevent scratches.
- **Gather tools:** While some tools may be included, you might need a Phillips head screwdriver and a hammer.
- **Identify components:** Familiarize yourself with the different parts, especially the desk panels, return panel, and file cabinet components.

3.2 Assembly Steps (General Guidance)

1. **Assemble the Main Desk:** Follow the instructions to connect the desk panels and secure the bow front section.
2. **Attach the Return:** The 36W Return can be attached to either the left or right side of the main desk to form the L-shape. Ensure proper alignment and secure all fasteners.
3. **Assemble the Mobile File Cabinet:** Construct the cabinet frame, install the drawer slides, and then assemble the three drawers.
4. **Install Casters:** Attach the dual-wheeled hooded casters to the base of the mobile file cabinet. Ensure they are securely fastened.
5. **Final Checks:** Verify all connections are tight and the desk is stable.

Note: Specific assembly steps, diagrams, and hardware lists are provided in the manufacturer's assembly guide included with your product. Always refer to that document for precise instructions.

4. OPERATING INSTRUCTIONS

4.1 Mobile File Cabinet Usage

The mobile file cabinet features two box drawers for office supplies and one file drawer designed for letter-size documents.

- **Drawer Operation:** All drawers operate on full-extension ball bearing slides, allowing for smooth and complete access to contents.
- **Mobility:** The cabinet is equipped with dual-wheeled hooded casters for easy movement. To secure the cabinet in place, engage the locks on the casters.
- **File Drawer:** The bottom drawer is configured to hold letter-size hanging files.



Figure 4.1: Top drawer of the mobile file cabinet, suitable for office supplies.



Figure 4.2: Bottom file drawer with full-extension ball bearing slides, designed for letter-size hanging files.



Figure 4.3: Detail of the dual-wheeled hooded caster with a locking lever for stability.

4.2 Desk Features

- **Bow Front Design:** The curved front edge of the desk allows for comfortable seating and provides an extended surface for guest collaboration.
- **Wire Management Grommet:** The desk includes a built-in grommet for organizing and routing cables, helping to maintain a tidy workspace.



Figure 4.4: Integrated wire management grommet on the desk surface.

5. MAINTENANCE

To ensure the longevity and appearance of your Bush Business Furniture Echo L Shaped Bow Front Desk and Mobile File Cabinet, follow these maintenance guidelines:

- **Cleaning:** Wipe surfaces with a damp cloth. Avoid abrasive cleaners or harsh chemicals that may damage the laminate finish.
- **Spills:** Clean up spills immediately to prevent staining or damage to the finish.
- **Hardware:** Periodically check and tighten all assembly hardware to maintain structural integrity.
- **Casters:** Keep casters free of debris to ensure smooth rolling.

6. TROUBLESHOOTING

If you encounter issues with your desk or file cabinet, consider the following common troubleshooting steps:

- **Wobbly Desk/Cabinet:**
 - Ensure all assembly screws and fasteners are securely tightened.
 - Verify the desk is on a level surface. Adjust any leveling glides if present.
- **Drawers Not Sliding Smoothly:**
 - Check for obstructions in the drawer slides.
 - Ensure the drawer slides are properly aligned and free of debris.
 - Verify that the drawers are not overloaded.
- **Casters Not Rolling:**
 - Check if the caster locks are engaged. Disengage them for movement.
 - Remove any hair or debris that may be caught in the wheels.

For issues not resolved by these steps, please contact customer support.

7. SPECIFICATIONS

Brand	Bush Furniture
Model Number	ECH007GS
Product Dimensions	64"D x 60"W x 30"H
Color	Gray Sand
Shape	L-Shape
Desk Design	Computer Desk
Base Material	Engineered Wood
Top Material Type	Engineered Wood
Finish Type	Gray Sand
Number of Drawers	3 (2 box, 1 file)
Drawer Glide Mechanism	Ball Bearing Slide
Base Type	Casters (Mobile File Cabinet)
Required Assembly	Yes
Product Care Instructions	Wipe with Damp Cloth

8. WARRANTY INFORMATION

This Bush Business Furniture product comes with a **3-year manufacturer's limited warranty**. This warranty covers defects in materials and workmanship under normal use. Please refer to the warranty documentation included with your product for full terms and conditions, including coverage details and how to make a claim.

9. CUSTOMER SUPPORT

For questions regarding assembly, replacement parts, or any other product-related inquiries, please contact Bush Business Furniture customer service.



WE'RE HERE TO HELP

Have a question on this product? Need a hand with assembly or a replacement part? Call our U.S. based customer service team:
Monday - Friday 8:00 a.m. to 7:30 p.m. (EST)

1-800-950-4782



Figure 9.1: Bush Business Furniture customer support contact details.

- **Phone:** 1-800-950-4782
- **Hours:** Monday - Friday, 8:00 a.m. to 7:30 p.m. (EST)
- Please have your model number (ECH007GS) and purchase information ready when contacting support.



