

### Transport

- As a rule, a Silen Space needs to be wrapped up and shipped in a closed transport vehicle. It is recommended to place the package on a pallet meant for that specific purpose while protected from rainfall, stains and mechanical damage (hits, scratches, rubbing or churning that can happen when the delivery vehicle is moving, etc.).
- The packages containing glass elements need to be transported with proper care. These packages are distinguishable through a glass icon that is printed on them.
- When loading, unloading and moving packages to the installation location, pay extra care when lifting and carrying the packages. It is forbidden to drop, drag or to lift the packages from their attachment band or to place packages on their side.
- When lifting the product, make sure to lift it from the bottom or by following the direction of the arrows shown on the packaging.
- When transporting the Space in a lift, make sure that all elements will fit into the lift beforehand.

Do not transport an open package in a lift. If you need to, cover the Space with necessary cushioning.

### Changing the location of your Space

To change the location of your already assembled Silen Space, turn its legs inwards – this guarantees that the wheels will stay in contact with the floor. When all the wheels are against the floor, you can push your Space to its new location.

Before pushing your Space to its new location, empty it from any objects and furniture that you have placed there, and unplug it from the power supply.

### Where not to assemble a Silen Space

It is forbidden to assemble the Space in the immediate vicinity of a moist (relative air humidity above 60%) and cold (with temperatures less than +10° C) wall or very close to a heating device.

### What not to do?

- Do not place heavy objects on the floor or ceiling of the Space
- Do not attach or hang extra weight from its door
- Do not put hot objects on the surfaces of the Space
- Do not cover the air outlet channels

### Cleaning tips

- Wipe the surface dry after cleaning or dusting it.
- You can use alcohol-free window cleaner to clean highly stained wooden surfaces. Make sure to wipe the surfaces dry after cleaning them.
- When water spills on any surface of your Space, dry it quickly with a dry and a soft rag.
- You can also use a rag that has been dipped into light soap water to clean stained surfaces (but not the coating fabric or the natural leather!), glass surfaces and attachments, when you immediately wipe them dry with a soft rag afterwards.
- If you want to clean furniture that is covered in fabric or natural leather, either contact a company specialising in this service or use cleaning products specifically meant for furniture fabrics and leather furniture, following the instructions given.

### Installation

- Follow the installation instructions or a relevant assembling manual when assembling your Space from separate pieces.
- When installing the Space for the first time, make sure that a member of Silen's installation team is there for the process.
- When opening the packaging and before starting your assembly, make sure that you have all the necessary details.
- Use suction pads to lift the glass elements.
- When the door and/or the hinge of your Space does not close properly because of an uneven floor, adjust the height of the legs of your Silen Space.
- Since Silen Spaces count as regular office furniture there is no need to install sprinklers into your Space.
- The Space design has taken into account the possible affects of earthquakes, meaning that they will be able to stay upright in case of an earthquake. If needed, Silen Spaces can also be fixed to your floor with anchor bolts. Contact us for more detailed instructions.

### Use

Silen products are meant for their intended use. Install and use them in dry and heated rooms where air temperature does not drop below +10° C and where relative air humidity stays between 40-60%.

It is recommended to keep the Space door open during the product's acclimatisation. The textile surfaces take 3-4 weeks to fully acclimatize.

### Take note

Direct sunlight may change the colour and the look of the Space: the exterior can undergo uneven discoloration, the varnish and the paint can crack, and the colour of the textiles fade.

Over time, the tendons and screws of your Space might come a little bit loose, and that is why you should tighten them every now and then. Contact your certified Silen assembly team when that is necessary.

### Maintenance

#### Dusting Silen products

- Use a dry cloth rag to dust varnished and painted surfaces or surfaces covered in natural leather
- Use a damp cloth to dust surfaces covered with decorative plastic, melamine (laminated) or faux leather
- Use a vacuum cleaner or a brush to dust surfaces covered with fabric
- Use a soft rag soaked in lukewarm water (with an added drop of dishwashing liquid) to clean varnished/painted wooden surfaces

#### What not to do

- Do not use the following cleaning products:
- products containing acetone and other highly soluble or abrasive ingredients
  - natural or synthetic wax or cleaning products containing silicone oils

#### Manufacturer's guarantee

The manufacturer guarantees that the product is in accordance with the active regulations and that its quality matches the one of the product sample if the buyer follows the guidelines and recommendations given in this manual.