

Handling & usage instructions

1. Storage

- The storage space must be dry.
- The relative humidity of the space must remain between 40% and 60%.
- The temperature in the room must be stable, between +10°C and +30°C.
- The same room conditions apply during installation and while using the box.
- Silen products must be shipped in a closed transport vehicle.
- The packages containing glass elements need to be transported with proper care. These packages are distinguishable as a glass icon 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 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.
- Products transported in crates can be stacked on top of each other only if the following conditions are met:
 - crates must be the same size.
 - storing other items on top of Silen crates is prohibited.
- Stacking of flat-packed products and products on pallets on top of each other is prohibited.
- If there is a need to unpack a pallet containing multiple products, the remaining products must be repacked onto the pallet in the same order as they arrived from Silen's factory.
- Stacking products in crates:
 - Chatbox Single crates can be stacked up to 4 boxes high. Crates of other sizes are not allowed to be added.
 - Other products packed in crates can be stacked up to 2 boxes high. Boxes of other sizes are not allowed to be added.

2. Room requirements for installation

- Before starting the installation, ensure that the floor surfaces are clean, even, and non-bouncy.
- Ensure that there is enough space for installation as specified in the installation manual for each product.
- Do not install the product near heating devices or directly beneath light sources that emit heat above the box.

- Before installation ensure that the room is free of obstacles that could interfere with the use of the box.
- At least 15 cm of free space must be left above the box for ventilation to ensure a good indoor climate inside the box.

3. Unpacking components

- Before opening, check the condition of the packaging. If the packaging is damaged, take a photo immediately and notify <https://claims.silen.com>
- Use the appropriate tools for opening the packaging. Be cautious when using sharp tools that could damage the details inside the package.
- Ensure that all the correct and defect-free details are in the package. If any detail is missing or damaged, notify <https://claims.silen.com> immediately. Take a photo of any defective details. Defects discovered after assembling the box will not be considered.

4. Glass handling

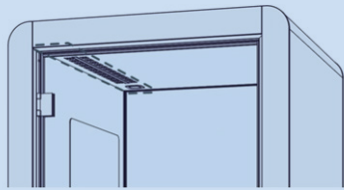
- Glass must be handled carefully to avoid damage.
- It should be stored vertically and securely supported to prevent it from tipping over or moving during storage.
- Do not support glass by the corners, as the glass is weakest at these points.
- Before using suction cups to install glass, check their condition. Make sure the rubber surface of the suction cup is not worn or damaged, as this may reduce attachment and safety.
- The glass surface under the suction cup must be clean.
- Do not slide the suction cup over the edge, as dirt may have collected underneath, which could scratch the glass surface.
- When handling coated glass, only use the suction cup on the uncoated side.

5. Module installation

- Follow the installation instructions or a relevant assembling manual when assembling product from separate pieces.
- During installation avoid supporting the modules, metal panels, glass and the box itself by the corners.
- Do not step on or place heavy objects, weighing over 5 kg, on the ceiling panel during installation or while using the box.

Handling & usage instructions

- Do not step on or place heavy objects, weighing over 5 kg, on the side panels during installation.
- When installing the ceiling panel, do not support it from the ventilation openings, as this may stretch the fabric.



- For heavier modules, follow local workplace safety requirements. Generally, additional labor is recommended for modules weighing over 50 kg.

6. Electrical connections

- Do not make electrical connections while the box is connected to the power supply.
- Only use suitable tools and follow safety standards when performing electrical work.
- Ensure that all connections are made correctly.

7. Cleaning

- General cleaning should take place after the installation is completed and before the product is put into use.
- Use soft, non-abrasive cloths for cleaning.
- Use appropriate cleaning materials and tools, avoiding excessive moisture.
- Do not use acetone or other highly soluble or abrasive ingredients in cleaning products.
- Do not use cleaning agents containing natural or synthetic waxes or silicone oils.
- Wet cleaning should not be done while the box is connected to the power supply. Always ensure that the device is disconnected from the power source before cleaning.
- Ensure that the ventilation channels are clean to maintain good air circulation.
- Avoid moisture accumulation, as it could damage the box's construction and finishing materials.

8. Moving products to a new location

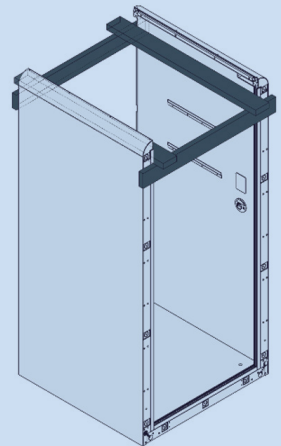
- The Space series can be moved to a new location using the wheels underneath the box.
- The Chatbox series can only be moved with the Mobility Kit, available as an additional purchase.
- The floor surface must be level for moving products.

- To prevent the product from tipping over, push the boxes carefully from the bottom edge.
- After moving the box, it must be leveled again, the connections checked, and for the Space series, placed back on the furniture legs.
- Leveling glides may leave permanent marks on the floor.

9. Safety

- Use all personal protective equipment listed in the installation manual and any additional requirements specified at the local site.
- Follow all safety regulations and requirements.
- In general, two people are required for installation. When lifting heavier parts, additional labor should be used to avoid injury.

- For the Space series, use support beams to safely install the ceiling module. More detailed information can be found in the installation manual.
- When installing the Seismic Kit, ensure that all applicable requirements for safe usage are met.



10. Using the box

- When opening the door, do not use excessive force. A door that opens or closes too quickly may damage the box.
- Do not lean against the glass.
- Do not rock in a rigidly fixed chair. The chair is designed to withstand vertical loads, not horizontal forces.
- Do not overload the table surface. The maximum load capacity of the table is 40kg unless otherwise stated on a label beneath the tabletop.
- If the product experiences a malfunction in the electrical system, stop using it immediately. Take an immediate photo of the defect and notify <https://claims.silen.com>.
- If the product shows any visible damage or defects, stop using it immediately. Take an immediate photo of the defect and notify <https://claims.silen.com>.
- Do not smoke inside the box.

January 1, 2025