

# User Guide

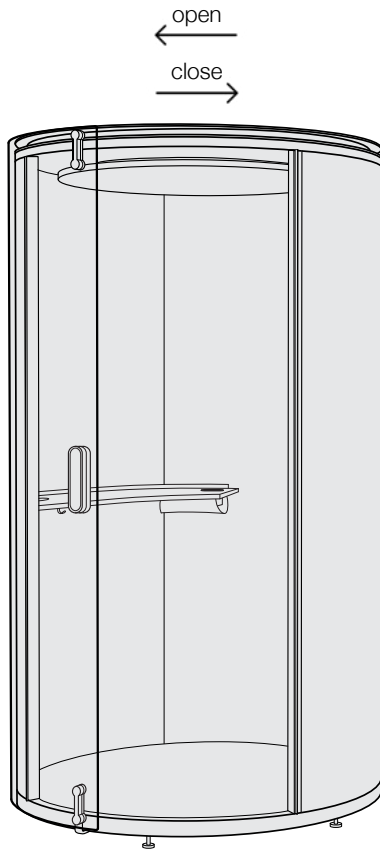
Silent-Silo™ Acoustic Office Pod

# Getting In and Out of Silent-Silo

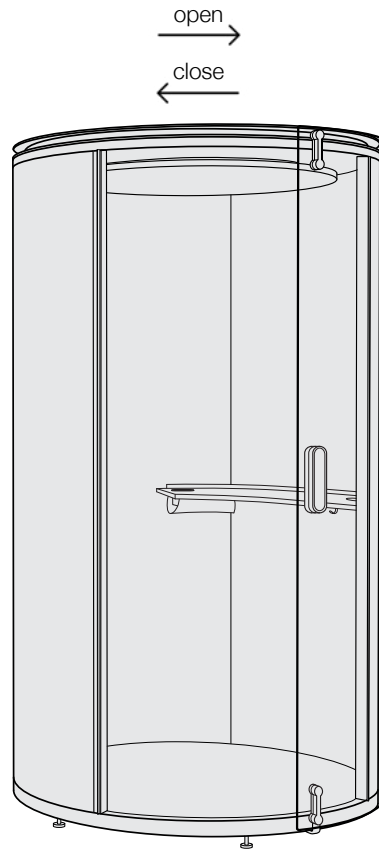
## Opening + Closing Sliding Door

**Left-hand Door:** Slide door to left until the door glide meets the stopper.

**Right-hand Door:** Slide door to right until the door glide meets the stopper.



Left-hand Door (Door Slides Left to Open)



Right-hand Door (Door Slides Right to Open)

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## Cleaning the Door

### Acrylic Cleaning + Polishing

**General Cleaning:** Using a microfiber cloth, wipe with a mild soap (such as Dawn) and water solution (1 teaspoon detergent to 1 quart lukewarm water).

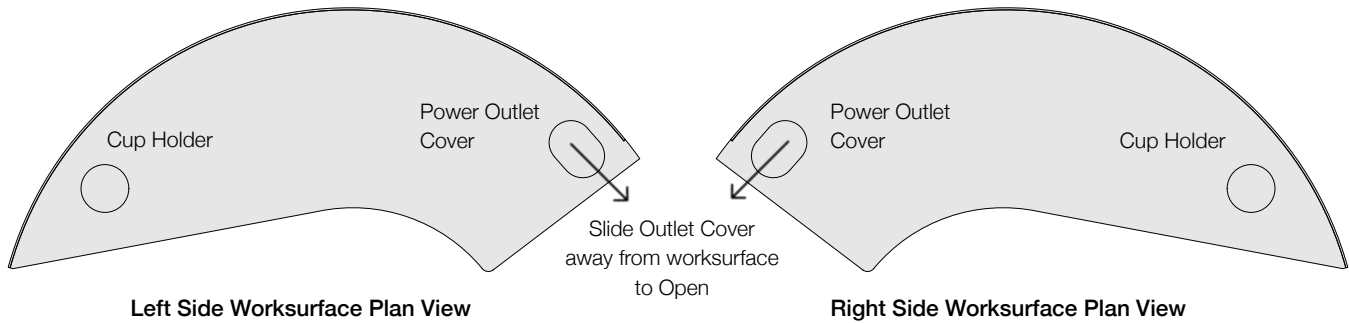
**Deep Cleaning + Polishing:** Scratches may be polished with Novus No. 1 Plastic Clean and Shine. Reapply regularly to maintain the anti-static, smudge, and scratch-resistant properties.

# Plug in Electrical + USB Cables

## Outlet on Worksurface

- 1 Slide the metal outlet cover away from the worksurface to open.
- 2 Plug devices into the electric and USB outlet.
- 3 To close, slide back to completely cover outlet.

View Video of  
Outlet Operation



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## Clean the Worksurface

Wipe surface with cloth dampened with non-wax containing polish or mild detergent solution.

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## Adjust the Light + Fan Occupancy Duration

### Light + Fan Sensor

- 1 The light and ventilation fan automatically switch on with the occupancy sensor once an occupant enters Silent-Silo.
- 2 Once the occupant leaves, the light and fan will remain on for five minutes and then switch off.
- 3 Refer to the manufacturer's operation manual to make changes to or troubleshoot the light + fan sensor.

Download  
Operation Manual



For additional instructions or troubleshooting tips for Silent-Silo, please contact Spinneybeck | FilzFelt Customer Service at [info@spinneybeck.com](mailto:info@spinneybeck.com) or 800.482.7777.