

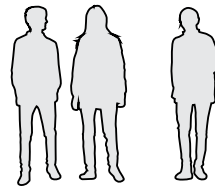
# Silent-Silo™ RTA Assembly Instructions

Silent-Silo™ Ready-to-Assemble (RTA) requires a minimum of two people to assemble and should take 1-1/2 to 1-3/4 hours to complete. (A third person will be needed to lower Silent-Silo to the floor during assembly.)

## Tools Needed

6ft step ladder	Electric drill
Tape measure	Phillips bit
Wire strippers	T-20 bit
Phillips head screwdriver	3" socket extension
Flat head screwdriver	5/8" wrench
4mm hex key	Ratchet for sockets
5mm hex key	7/16" socket

## People + Time Needed



1-1/2 to 1-3/4 h

## Assembly Video

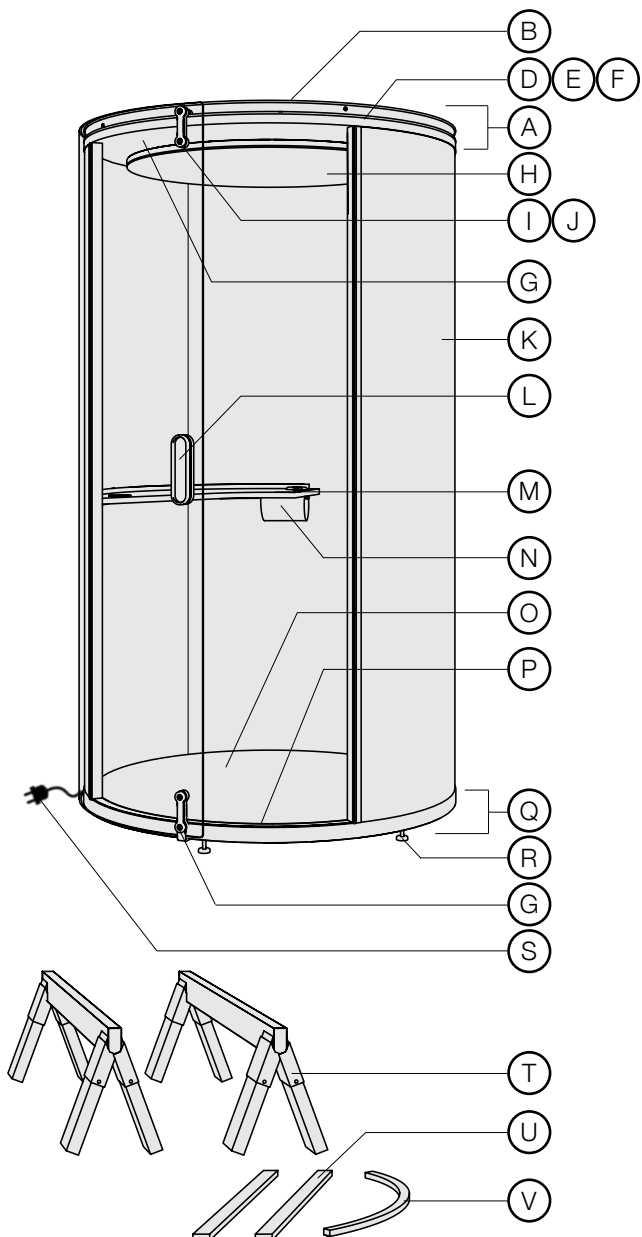


## Components Provided

- A** Ceiling Assembly with preinstalled electronics + wiring
- B** Ceiling Assembly Cover
- D** Unistrut Door Track
- E** Door Glide Track
- F** 2 x Door Stops
- G** 2 x Upper + Lower Door Glide Hardware Sets
- H** Acoustic Felt Ceiling with 4 x Spacers
- I** Light Diffuser Cover Plate
- J** Light + Fan Sensor Cover Plate
- K** 3 x Wall Sections
- L** Door with pull pre-installed
- M** Worksurface with support rail, power outlet, junction box, cup holder, coat hook
- N** Felt Pouch with snaps
- O** Carpet
- P** Threshold
- Q** Floor Assembly with preinstalled electronics + wiring, cover plate, T-nuts
- R** 5 x Leveling Feet
- S** Power Cord
- T** 2 x Sawhorses (*discard after assembly is complete*)
- U** 2 x Worksurface Spacers (*discard after assembly is complete*)
- V** 1 x Door Spacer (*discard after assembly is complete*)

## Hardware

- W** 15 x Wall-to-Floor Assembly Screws
- X** 15 x Wall-to-Ceiling Assembly Screws
- Y** 2 x Ceiling Assembly Socket Screws
- Z** 8 x Ceiling Assembly Cover Screws
- AA** 4 x Light Diffuser Cover Plate Screws + Spacers
- BB** 9 x Unistrut Door Track Screws
- CC** 4 x Worksurface Screws
- DD** 3 x Threshold Screws
- EE** Carpet Tape



## Assembly Instructions

---

- 1 Inspect the provided components. In the case of product defect, missing components, or damage in transit, Spinneybeck | FilzFelt must be notified within five (5) business days. Please note that Spinneybeck | FilzFelt cannot accept a warranty claim on any product that has been assembled.
- 2 Place Floor Assembly (Q) on the Sawhorses (T) provided with pre-drilled holes facing up.
- 3 Screw the Leveling Feet (R) into the pre-drilled holes of the Floor Assembly (Q), making sure that the lock nuts are screwed in completely.
- 4 Flip the Floor Assembly (Q) over but keep on the Sawhorses (T). Beginning with the middle Wall Section (K), feed the wiring from the Floor Assembly into the wire chase in the bottom of the Wall Section until it exits at the opening in the center of the Wall Section. Pull through until taut.
- 5 Sink the middle Wall Section (K) into the slot in the Floor Assembly (Q). Adjust position of the Wall Section, making sure that each end is 2" from a pre-drilled hole. Using the Wall-to-Floor Assembly Screws (W), secure in at least one pre-drilled hole to hold the middle Wall Section in place. **IMPORTANT:** Make sure that all countersunk screws are screwed in completely. If not completely countersunk, the Door Glide Hardware (G) will not clear when gliding on the track.
- 6 Attach the side Wall Sections (K) by orienting each section so the wood trim is at the door opening. Align each section and slide down into the slot to engage the tabs on the side.
- 7 Once all Wall Sections (K) are in place, secure each with the Wall-to-Floor Assembly Screws (W) in the pre-drilled holes under the Floor Assembly (Q). **IMPORTANT:** Make sure that all countersunk screws are screwed in completely. If not completely countersunk, the Door Glide Hardware (G) will not clear when gliding on the track.
- 8 Lower the entire assembly off the Sawhorses (T) and onto the floor. (A third person will be required.)
- 9 Carefully lower the Ceiling Assembly (A) onto the top of the assembled Wall Sections (K) with the white ceiling surface face down. Run the wiring from the Ceiling Assembly down through the wire chase of the middle Wall Section so it exits at the opening in center of Wall Section and pull taut. Adjust the Wall Sections so they fit into slot in the Ceiling Assembly. Fasten Ceiling Assembly to Wall Sections with Wall-to-Ceiling Assembly Screws (X).
- 10 Lower the Unistrut Door Track (D) onto the Ceiling Assembly (A) oriented with the bottom face down and the seam centered at the back of the Silent-Silo.
- 11 Slide the following into the Unistrut Door Track (D) in this order: Door Stop (F) with rubber end facing the back of the Silent-Silo, 2 x Upper Door Glide Hardware (G), Door Glide Track (E), the second Door Stop (F) with rubber end facing the front.
- 12 Secure the Unistrut Door Track (D) to Ceiling Assembly (A) with Unistrut Door Track Screws (BB).
- 13 Install Light Diffuser Cover Plate (I) and Light + Fan Sensor Cover Plate (J) on underside of Ceiling Assembly (A).
- 14 Connect wiring above Acoustic Felt Ceiling (H) by connecting wires extending from Ceiling Assembly (A) with those on the Acoustic Felt Ceiling (H). Connect red-to-red and white-to-blue by inserting stripped wire ends into lever-nuts and secure the levers.
- 15 Install Acoustic Felt Ceiling (H) by inserting the spacers into pre-drilled holes in Ceiling Assembly (A) and secure with nuts.
- 16 Install Ceiling Assembly Cover (B) with Ceiling Assembly Cover Screws (Z).
- 17 Place Worksurface Spacers (U) inside where Worksurface (M) will be located (Left Side or Right Side). Take cover off black box on underside of Worksurface and fish wires from the Wall Section (K) through hole in back of black box. Install Worksurface with Worksurface Screws (CC) and then remove spacers.
- 18 Strip the ends of all wires in center of Wall Section (K). Connect wires in black junction box by connecting like-colored wires with lever-nuts. Once wires are connected, push back into junction box and secure cover with screws.
- 19 On the underside of Worksurface (M), attach Felt Pouch (N) by connecting the snaps.
- 20 Apply Carpet Tape (EE) to back of Carpet (O) and apply to Floor Assembly (Q), making sure the notches align with the door frame. Install Threshold (P) with Threshold Screws (DD).
- 21 Unscrew the cover plates on the Door Glide Hardware (G) and set aside for next step.
- 22 Rest the Door Spacer (V) in door opening. Orient Door (L) as Left-hand (door slides left to open and pull is on the right) or Right-hand (door slides right to open and door pull is on left), and rest on Door Spacer. Slide one of the Upper Door Glide Hardware (G) to align with holes in Door and attach cover plates. Repeat with second Upper Door Glide Hardware and then attach the lower hardware to the Door. Adjust Door so it is square with the door opening and slides freely.
- 23 To position the Door Glide Track (E) and Door Stops (F), slide the Door (L) to the right (if Left-hand door) or left (if Right-hand door) and align edge of Door with outer edge of the Wall Section's (K) wood frame. Once in position, slide Door Stop so rubber end is flush with the Upper Door Glide Hardware (G) and secure with hex key. Once secured, slide Door Glide Track to Door Stop. Slide second Door Stop to Door Glide Track and secure. If installed properly, the Door will slide freely and stop with its edge at the outer edge of the Wall Section's wood frame.

## Set Up Instructions

---

- 1 Plug the Power Cord (S) into a power source. **IMPORTANT:** Make sure that the Power Cord is plugged into a grounded outlet.
- 2 There is a Light + Fan Sensor (B) located in the ceiling above the Worksurface (M). It may be necessary to push the ON/OFF button repetitively to wake the system up. The sensor is set up to stay on for five minutes after no motion is detected.

Refer to the manufacturer's operation manual to make changes to or troubleshoot the Light + Fan Sensor.



Download  
Operation Manual

## Cleaning Instructions

---

Silent-Silo features a number of natural materials which have inherent durability and naturally repel soiling so require little overall maintenance. A minimal approach should generally be taken since the cleaning method could potentially do more damage than the stain and vacuuming is always the first step of maintenance and cleaning. Below are specific cleaning instructions for each material.

### Dukta Flexible Wood

General Cleaning: Wipe with a dry, lint free cloth. Wash once a year with a mild soap (such as Dawn) and water solution, rinse with damp cloth, and dry immediately with a clean cotton cloth or towel.

Deep Cleaning: Wipe with water, white vinegar, and soap solution. Dry immediately with a clean cotton cloth or towel.

### 100% Wool Design Felt

General Cleaning: Vacuum occasionally to remove general airborne debris. Spot clean with a mild enzyme-based detergent (such as Tide Free) and water solution. Avoid aggressive rubbing as this can continue the felting process and change the surface appearance of the felt.

### Worksurface

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

### Acrylic Door

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.

### Anodized Aluminum Door Pull + Accents

General Cleaning: Wipe with a mild soap (such as Dawn) and water solution (1 teaspoon soap to 1 quart lukewarm water). Apply the soapy water to an abrasive sponge and scrub the aluminum vigorously. Anodized aluminum requires an abrasive touch with a gentle cleaning solution, as many harsh cleaning products such as bleach will react with the aluminum.

### Acqua Leather Door Pull Insert

General Cleaning: Wipe with a cool, damp cloth. For tougher soiling, use a pH balanced soap (such as Dawn) on cloth and rinse. *Though Acqua may be cleaned with harsh cleaning products such as bleach, do not use on the leather pull insert as damage may be done to the anodized aluminum pull.*

### Carpet

General Cleaning: Vacuum with brush roller frequently and thoroughly.

Deep Cleaning: Spot clean by blotting fresh spots with plain, white absorbent towel. If the spot has dried, blot it with a towel that has been dampened with plain water or a general-purpose spotter.

## Support

---

For product, assembly, or maintenance support and questions, please email [info@spinneybeck.com](mailto:info@spinneybeck.com) or call 800.482.7777.