



Security Recommendations

For all MEMO Show Case Security Systems

MEMO recommends the following measures and best practices to handle the MEMO Electronic Security System in the field:

- After **EVERY** opening, sales personnel must check that the closed door/drawer is securely locked.
- **MANAGER PACK** and **MASTER CARDS** must be stored in a secure location to enable access only for authorized persons.
- CHIP Key numbers and all documents containing Key Numbers must be kept **confidential**.
- CHIP Key numbers must be assigned to the **User Name** for single erasing of lost keys and for correct assignment of Event Recording.
- **ALL** CHIP Keys and Special Cards must be kept under **surveillance** of the responsible key holder while in use.
- **ALL** CHIP Keys and Special Cards must remain **locked** in the shop while **NOT** in use.
- **ALL** CHIP Keys and Special Cards must be stored in a **Signal Blocker Bag**, while on a person and while stored.
- In case any person is using unusual electronic/electric devices inside or in proximity of the shop, **investigate** immediately and **intervene** when suspicious.
- **DECORATION** Chip Keys must be used only when the shop is **closed** and locked for customers.
- Personnel must be **instructed** about their **responsibility** when using Electronic Chip Keys – MEMO CHIP Keys have a legal disclaimer imprint on the back side!
- Personnel should be **trained** and **reviewed** periodically to ensure that the company's security policy is executed correctly.