

## VALIDATION MODE

### What is the VALIDATION MODE?

This mode reduces the risk of miss-use of stolen and lost ACCESS & DECORATION keys. To open a show case, ACCESS & DECORATION keys must be “validated” before using them.



### How to validate a key

Validation is a simple process that will be done every morning at the MEMO VALIDATION UNIT – the key must be presented to the device and the authorization to OPEN SHOW CASES for 1 WORKING SHIFT will be programmed to the key.



### Why validation?

After this work shift, the key will lose the authorization to open automatically – thus means: when a key is LOST or STOLEN, latest after the work shift, it is not opening showcases anymore – erasing that key in the system is not an urgent task.



### How to activate the Validation Mode?

AIR2 controllers can be configured to use the VALIDATION MODE by using MEMO's mobile APP. Obviously a validation unit must be purchased and installed in the shop.



### Installing and Setup of the VALIDATION UNIT

The validation unit can be used either by placing it on a desk or mounting it to the wall.

A cable from the wall-plug type power must be inserted to supply the device, meaning, a wall socket and the path for the cable to the desk or inside the wall must be considered.

## Detailed Step-by-Step Guide for Key Validation:

### 1) Secure Location:

- The key validation unit should be installed in a **SECURE ROOM**, away from public customer access in a restricted area accessible only to store employees. Make sure that there is no interference with the system.



### 2) Access to the Memo Lock App:

- After login, you are immediately redirected to the validate keys page automatically to start presenting keys, restricting access to other pages.



### 3) Key Validation:

- Present the access key to the back of the phone within the highlighted area for validation.
- After validation, the key can be used to open showcases within the shop. Note that the key will only open showcases if it is correctly validated within the system.



#### 4) System Verification:

- After successful validation of key, the phone will both vibrate and make a sound, and a new entry is added to the table.

The table storing all key validations will include the following data:

- **Date:** The date the key was validated.
- **Check-in-time:** The time the key was validated in the system.
- **Card Type:** Card Type of validated key.
- **Card Number:** The key's number. The name of the employee who validated the key will not be displayed for security reasons, only the key number will be shown.

Only the store manager will be able to see the name of the employee who validated the key, and this information will be accessible through the MEMO LOCK APP. **Validation is required every day.**



 sound signal,  
phone vibration

Table

Date	Check-In Time	Card Type	Card Number
11/03/2025	07:14:23	Access Key	2990325277

#### 5) Device Orientation:

- If the app is not in the correct orientation (e.g., installed on a table or wall), click the “**Switch Orientation**” button to adjust accordingly.



## 6) Programming the Validity Period:

- Only the shop owner or manager can set the validation time period for the keys within the system, which can be done through **Memo Lock App**.
  - This validation time period denotes the time period that a key will stay validated, during which can be used to open showcases. **Validation is required every day.**
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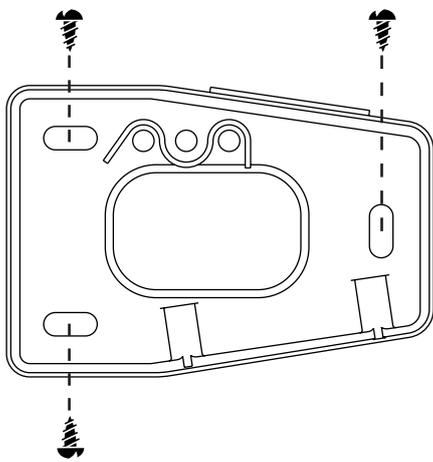
## 7) Security in Case of Loss or Theft:

- If the key is lost or stolen, the key will not be able to open showcases after validation time expires. This ensures that unvalidated keys cannot be used to open showcases.

## Quick Installation Guide for New Check-in Device

The Check-in Device is designed to streamline and enhance the check-in process for your business, providing a seamless and efficient experience staff. With its simple installation, this device ensures an easy and interactive management style, allowing you to keep track of all key validations within your system.

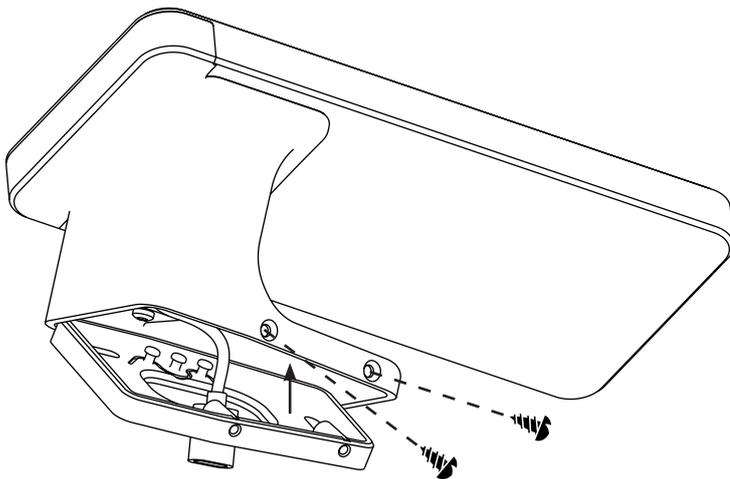
Follow these simple steps to set up your new Check-in Device:



### 1. Mount the Device

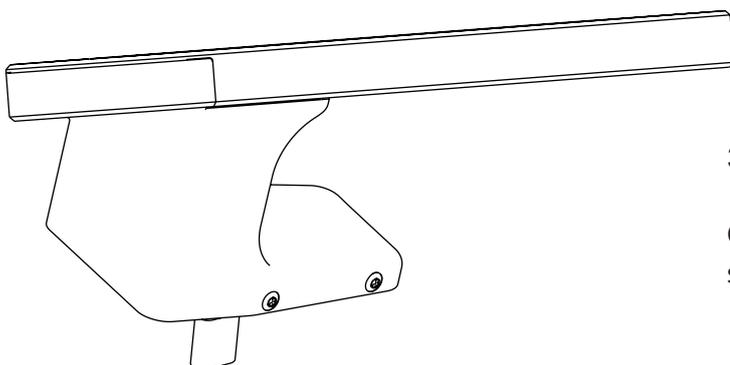
Screw the wall mount to the wall or table.

Note: Ensure the hole for routing the cable is prepared beforehand.



### 2. Attach the Phone Stand

Flip the phone stand into the snap nose of the wall mount.



### 3. Secure the Device

Close the phone stand and secure it using the 2 screws provided (included in the device shipment).

## Dimensions (mm)

