

## SECURITY RECOMMENDATIONS FOR ALL MEMO SHOW CASE SECURITY SYSTEMS

- After **EVERY** opening, sales personnel must check that the closed door/drawer is securely locked;
- **MANAGER PACK** and **SYSTEM CARD** 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.