

# KEY SYSTEM CONVERSIONS

## QUICK REFERENCE GUIDE



### WHY HAS YOUR KEY SYSTEM FAILED?

There are various reasons a key system can fail. Here are some of the most common culprits:

1. Patents expire, leaving system exposed
2. Unaccounted for duplicate keys
3. Lost and stolen keys
4. Multiple, uncontrolled systems
5. Poor management of key issuance and retrieval
6. Neglected key records
7. Failure to have proper key policies
8. Failure to adhere to proper key policies

### EMERGING THREATS

1. **3D Printing** - allows for unauthorized key duplication using only photos or drawings. Innovation in key design and manufacture helps ward off threats from 3D printing.
2. **Convenience Kiosks** - unmanned machines can be found in grocery stores, supercenters, hardware stores. Anyone with a key can make a copy.
3. **Cell Phones** - Using an app, simply take a picture of a key, which allows for a 3D printing of the key.

### CHALLENGES YOU MIGHT FACE

- Support of administration/leadership
- Time, people power, money
- Buy-in from possibly thousands of users
- Balance of security vs. convenience
- Not anticipating the unexpected
- Not knowing where/how to start the transition
- Lack of subject matter experts to guide the process

Addressing these challenges before you even get started will make the key system conversion much easier from the start. Medeco has experts who are trained to help at every step of the process.

### SELF-EVALUATION

| Y                     | N                     |                                                            |
|-----------------------|-----------------------|------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | I am using a patented key system design.                   |
| <input type="radio"/> | <input type="radio"/> | I have written key control principles to guide decisions.  |
| <input type="radio"/> | <input type="radio"/> | I have a clearly defined process for key distribution.     |
| <input type="radio"/> | <input type="radio"/> | I have a process to ensure keys are returned.              |
| <input type="radio"/> | <input type="radio"/> | I use tools to track keys, key holders, and access rights. |
| <input type="radio"/> | <input type="radio"/> | I have a plan for managing lost keys.                      |
| <input type="radio"/> | <input type="radio"/> | I rekey when a key is lost, missing, or stolen.            |
| <input type="radio"/> | <input type="radio"/> | I ensure keys can't be duplicated without approval.        |
| <input type="radio"/> | <input type="radio"/> | I designed my key system to handle future growth.          |
| <input type="radio"/> | <input type="radio"/> | Management understands the value of our key system.        |
| <input type="radio"/> | <input type="radio"/> | I keep up-to-date records for my key system(s).            |

*If you answered 'NO' to five or more of the above questions, your key system needs to be upgraded.*



Scan the QR Code to open up a copy of Medeco's "How to Deploy a Key System the Right Way" booklet.

# KEY SYSTEM CONVERSIONS

## QUICK REFERENCE GUIDE



### PLANNING - IMPORTANT CONSIDERATIONS

1. Be sure to plan for **future expansion**
2. Consider the **existing hardware**. **Retrofitting** into existing hardware **saves money**
3. Develop a **key control policy**, stick with the policy or you'll end up in the same vulnerable position
4. Do not wait until the new key system is installed to develop a **key management and control plan**
5. Understand from the start **what you want out of the new key system**. Do you need auditing capabilities? Do all or some openings require high security?
6. Take **inventory** of your openings



Medeco CLIQ merges the features of electronic technology (auditing) with a mechanical key blade – all in a retrofit cylinder.

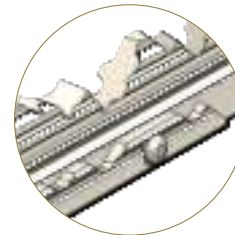


Available in SFIC, XT adds security, regulatory compliance, and accountability to practically every opening in a fast, efficient way.

### IMPLEMENTING YOUR NEW KEY SYSTEM

#### DISCOVERY - DESIGN - DEVELOPMENT - DEPLOYMENT - DIALOGUE

1. *Discovery* - You must **deepen your understanding of your design needs** through collaborative discussions.
2. *Design* - Put pen to paper to: 1. undertake a **survey** of openings; 2. design the **master key system**; 3. consider key system **customization options**; 4. devise a detailed **project plan** to get the work done.
3. *Development* - This includes defining **key control policies**, selecting the **tools** we will use to manage the key system, and outlining a **communications plan**.
4. *Deployment* - Order with all appropriate documents, reviewing keying schedule, devise installation plan, evaluate quality of installation.
5. *Dialogue* - **Review** the process, discuss **future plans**, strengthen the **relationship**.



Medeco 4 cylinders are designed to help give every opening the highest level of security as possible. M4 cylinders are UL 437 listed.



X4 is the most economic and efficient solution for a new key system and has one of the largest master key capabilities on the market.



An electronic key system, eCLIQ offers strong security and AES encryption and needs no wiring to the opening. It offers a lifetime battery.

### PRO TIPS

1. Make compromised openings your rekeying priority
2. Address perimeter openings first, then work your way in
3. Gain momentum by rekeying mechanical overrides on EAC