

U.S Robotics

Memo

TO: All employees

FROM: U.S Robotics Planning Team

DATE: Sunday, March 20, 2022

SUBJECT: Key Card Instruction for U.S Robotics Employees

Good afternoon,

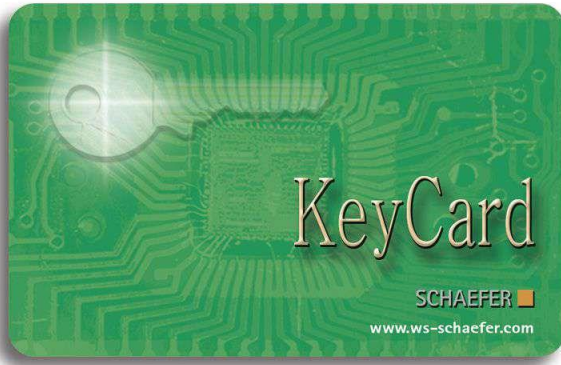
Introduction

Regarding the safety and well-being of the employees of U.S Robotics, key card doors had been installed to all facilities of U.S Robotics. The Planning Team of U.S Robotics had sent this instructional memo this afternoon to inform you of how to use the key card and to enter buildings. Please read carefully through each step in the instruction. If you have any questions or need any clarifications, please ask your team leaders, or email us at planningteam@us.robotics.com.

Instructions

1. **Step one:** To enter the facilities, scan the barcode located at the back of the key card under the scanner.
2. **Step two:** Enter the last four digits of your I.D number into the keypad after scanning.
3. **Step three:** As the door unlock, enter, and shut the door behind you.

Employees Key Card Instructions



The keycard looks like this



WARNING: Replacement of card cost around \$200.

Conclusion

It is our hope that the provided information will serve as a guide on how to properly use the keycard. The safety and well-being of the employees are our top priority.

Thank you,

Planning Team