

# Decommission Process

## Decommission Process

Good practices to follow when a product or system has to be decommissioned from an existing installation.

As Salto will not be involved in most of the cases, these basic rules will permit to perform a proper and secure decommissioning.

The decommission must always be performed by authorized expert staff selected by the customer.

It is important to read carefully and follow those guidelines. The current version covers the following products:

### 1. PERIPHERALS

The list of peripherals includes:

- Encoders
- PPDs
- Gateways
- Nodes
- Repeaters
- Routers
- IQs

Before disconnecting any peripheral it must be correctly removed or detached from the database.

Please refer to the corresponding user manual for specific information. Salto strongly recommends that the electronic parts are handled by a certified "Secure Data Destruction" company.

### 2. BATTERY OPERATED ACCESS POINTS

The product must be removed or detached from the database and batteries must be removed. Salto strongly recommends that the electronic parts are handled by a certified "Secure Data Destruction" company.

### 3. MAINS POWERED CONTROL UNITS AND WALL READERS

Before disconnecting any control unit or wall reader it must be correctly removed or detached from the data base. Please refer to the corresponding user manual for specific information. Salto strongly recommends that the electronic parts are handled by a certified "Secure Data Destruction" company.

### 4. SOFTWARE

The database must be carefully backed up into an external drive.

The on-premise software must be removed from the different machines following the uninstall wizard procedure.

Please refer to the corresponding user manual for specific information.

Please contact your local Salto Systems office for any further detail.

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