



PUMA-5

Law Enforcement

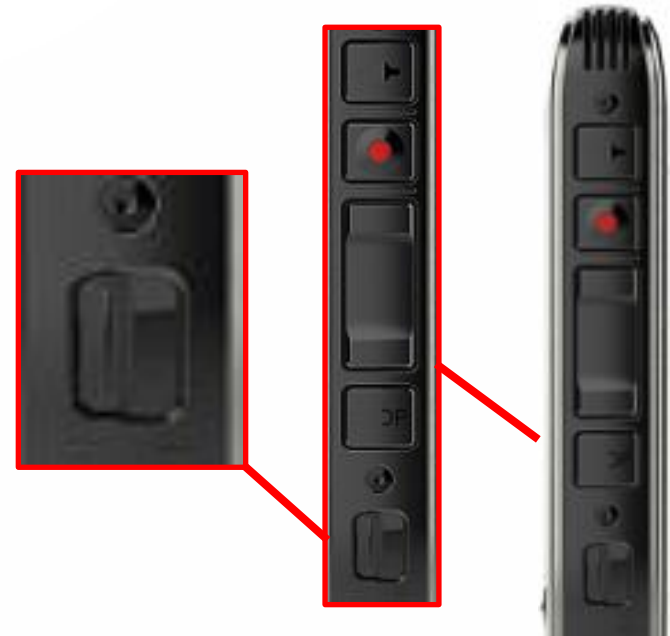
Digital Recorder Setup and Usage

Table of Contents

Powering on the PUMA-5	<u>Slide 3</u>
Time & Date Set	<u>Slide 4</u>
Recording	<u>Slide 5</u>
PUMA-5 Side-Mounted Buttons	<u>Slide 6</u>
Hold Button	<u>Slide 7</u>
Modes	<u>Slide 8-9</u>
Dictation Mode	<u>Slide 10-11</u>
Reverting to Contact Mode	<u>Slide 12</u>
Playback	<u>Slide 13</u>
Deleting	<u>Slide 14</u>
Setting Options – General	<u>Slide 15</u>
Record Beep	<u>Slide 16</u>
Record Light	<u>Slide 17</u>
Power Save Options	<u>Slide 18</u>
Charging Instructions	<u>Slide 19</u>
Downloading Audio	<u>Slide 20</u>
Accessories	<u>Slide 21</u>
Remote Switch Usage	<u>Slide 22</u>

Setup – Power On

- **Ensure Power Switch is in the “ON” position.**
- **Pull the Battery Protector Tab.**
- **This will power up the device and present you with Time & Date Settings.**



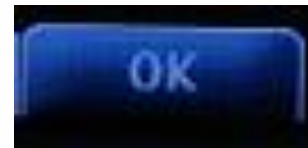
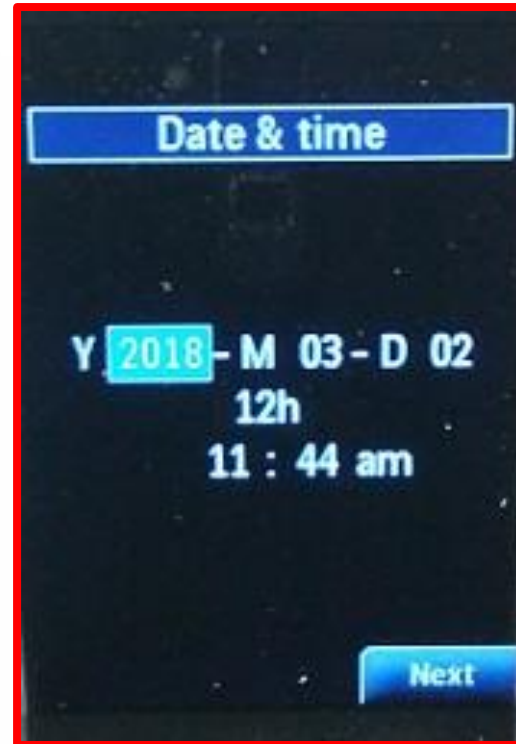
Setup – Time and Date

Date & Time Screen:

Use the “+” and “-” buttons to increase or decrease the selected value for Year. When correct year is selected, click “Next”.

Follow this process for Month, Day, 12 or 24 Hour Clock, Hour, Minute and AM/PM.

When completed, select “OK”



** Automatic Time/Date Sync available with PUMA Management Software.*

Creating a Recording:

- **Press the REC Button.**
- **To Stop, press STOP Button.**

Pausing:

- **While recording in progress, press the Pause Button.**
- **To Un Pause, press REC Button.**

** Recordings are recorded in a non-editable format.*

** Buttons / Soft Keys will change based on the selected function.*



PUMA-5 Side Mounted Buttons

The side mounted buttons on the PUMA-5 are deactivated while in Contact and Tactical Mode.

Only Record and Stop buttons are accessible when used in conjunction with the custom holster.

**** The custom holster comes in a variety of finish materials and fasteners.***



Hold Button

Activating Hold:

Hold Button is located at top of side buttons.

***Hold can only be activated while recording.**

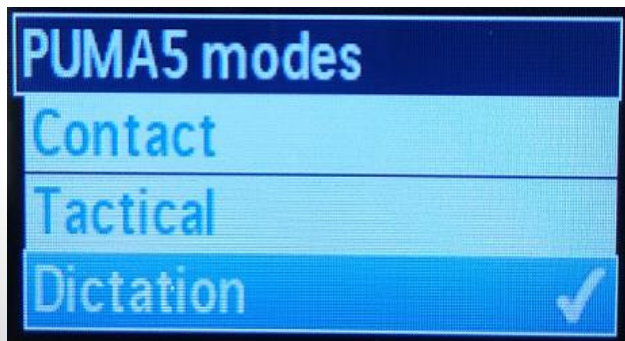
- **Start Recording**
- **Press Hold Button for 1 second.**
- **Hold Activated.**
(All buttons de-activated)
- **To Turn Off, press Hold Button for 1 second.**



Modes

Selecting Modes:

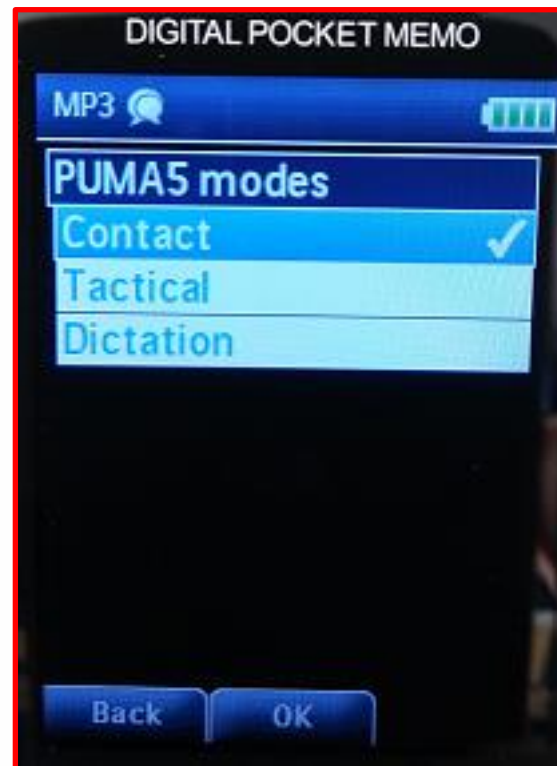
- **Press the Menu Key.**
- **Press Enter to Enter PUMA 5 Modes.**



Modes

Selecting Modes:

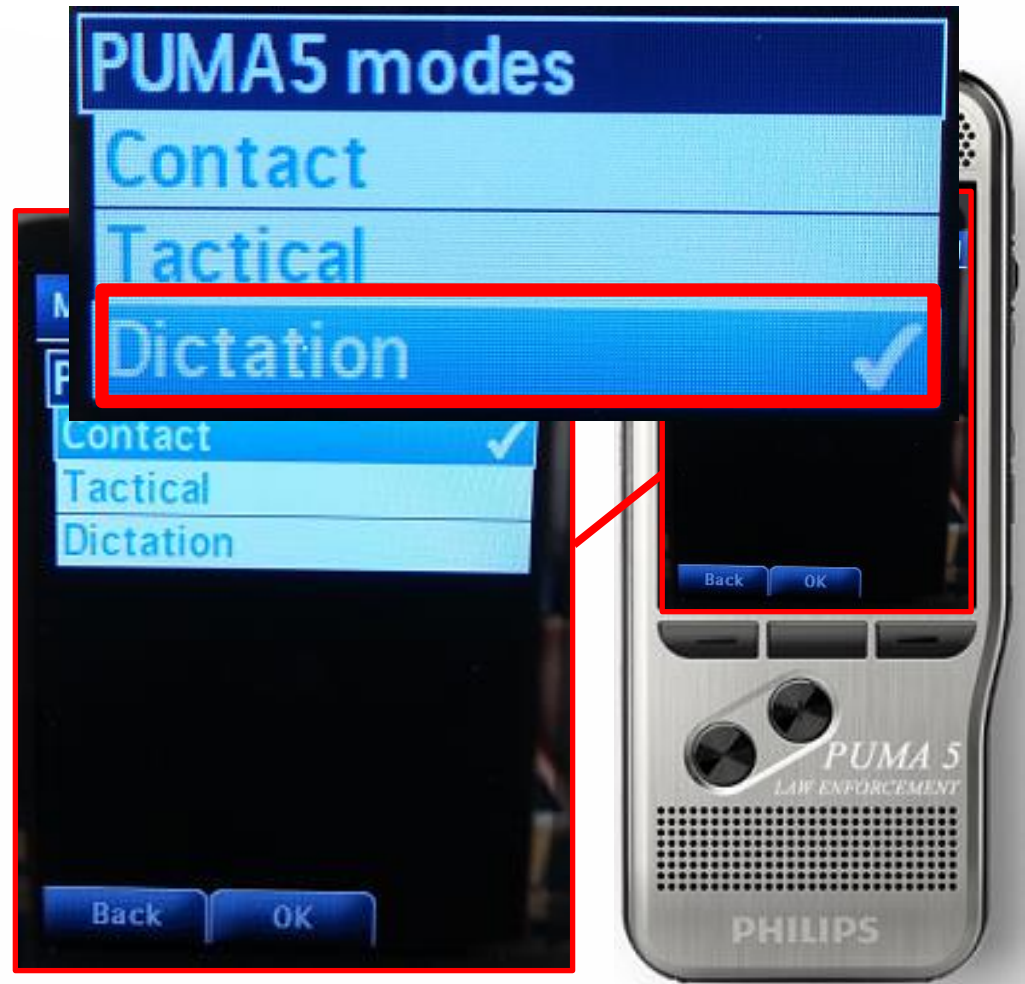
- Use the “+” or “-” keys to choose from:
 - **Contact**
(Non-Editable)
 - **Tactical**
(Non Editable w/ no visual or audible notifications)
 - **Dictation**
(Editable format, allows for Insert, Append or Overwrite)



Modes - Dictation

Selecting Dictation:

- **Scroll to Dictation.**
- **Press the OK button.**



Modes - Dictation

Activating Dictation:

- Press the side mounted Record Button.

This process generates a dictation capable of being edited. It's created in a separate format than a Contact or Tactical Recording which are non-editable.

- To Stop, press the side mounted Stop Button.

***Edit modes = Overwrite, Insert and Append.**



Modes – Reverting to Contact

Activating Contact:

- Press the front facing REC button.

Notice that this immediately puts the recorder back into “Contact” mode and deactivates the side buttons.



Playback of a File:

- Press the “-” or “+” button to begin navigating through recordings.
- Press the Play button to begin playback when the desired file is selected.

During playback, use Soft Keys to select from Stop, Mute or Speed.

Rewind and Fast Forward located on the side. Top toggle is Rewind, bottom toggle is Fast Forward.



Deleting

Deleting a File:

- Press the “+” or “-” button to navigate to desired recording.
- Press the Menu button.
- Press the “-” button once to highlight “File”.
- Press the “Enter” button.
- Press the “Enter” button again to select “Delete File”.
- Select “OK” button to delete file.

**Once File Selected: Menu/-/Enter/Enter/OK.*



Setting Options

PUMA-5 Individual Settings

- **Notification Beep**
- **RED LED Record Indicator Light**
- **Power Save**



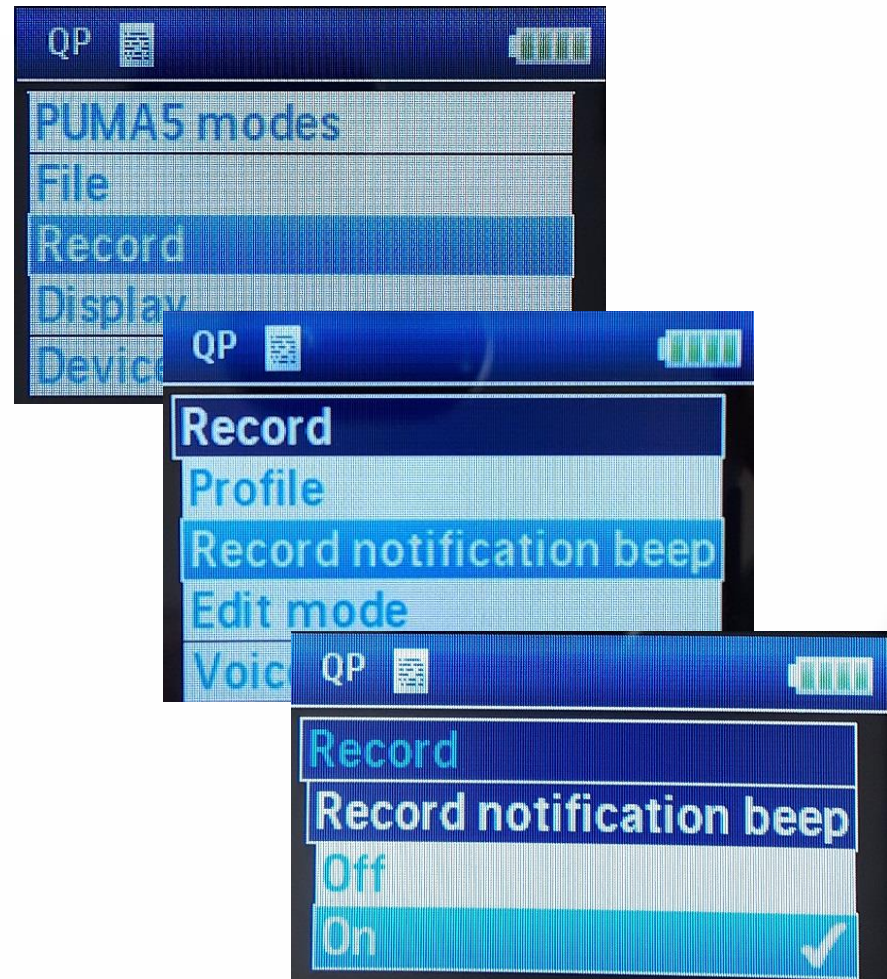
** Each of the above settings can be individually adjusted or turned on/off, depending on a users preference and situational circumstance.*

Setting Options - Beep

Notification Beep:

- **Press the Menu Button**
- **Select Record, press Enter**
- **Select Record Notification, press Enter**
- **Select from On or Off**
- **Press OK when desired option is selected.**

Use the “-” or “+” buttons to navigate up and down through the Menu Options.



Setting Options – Record Light

Record Light:

- **Press the Menu Button**
- **Select Display, press Enter**
- **Select Record Lamp, press Enter**
- **Select from On or Off**
- **Press OK when desired option is selected.**

Use the “-” or “+” buttons to navigate up and down through the Menu Options.



Setting Options – Power Save

Power Save:

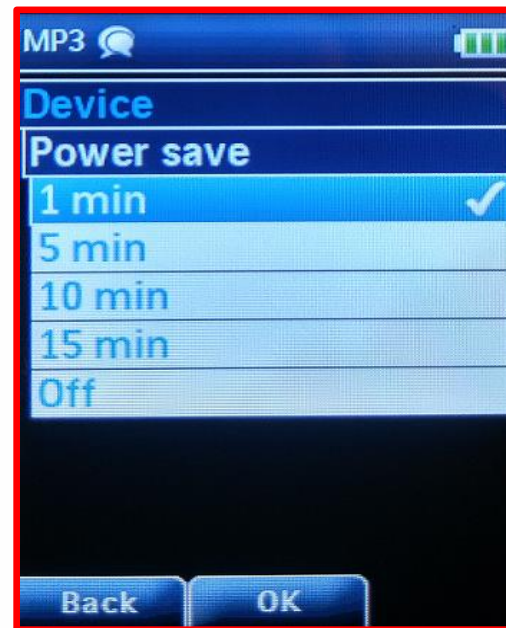
- **Power Save is defaulted to 1 Min.**
- **Power Save does NOT apply during Recording.**

Settings include:

- **1, 5, 10, 15 Minute or Off**

The unit will enter sleep mode when it senses no Function or Motion. Motion will automatically awaken the device.

**To Access: Menu, Device, Power Save – select desired option.*



Charging

Charging Instructions:

- **Plug Micro USB Cable into PUMA-5.**
- **Plug other end into Computer, MDC or AC Adapter.**
- **Charge Weekly**
(Based on individual usage, charging times/frequency will vary.)

Micro USB Port located on the bottom of the device.

****Please charge for 3 hours before initial use.***



Downloading Audio

Download Based on Department Policy:

- **Plug micro USB into bottom of PUMA-5**
- **Plug other end of cable into desired download computer.**
- **Cut/Paste files to computer file folder, use Speech Exec Pro Software or use PUMA Management for a Secure/Automated upload.**



PUMA-5 Accessories

- Remote Switch
- Docking Station
- Telephone Coupler
- Cell Phone Recording Mic
- Lapel Microphone



Recording with Remote Switch

Starting a Recording using the Remote Switch:

- **Insert the 90° connection of the Remote Switch into the EAR jack of the PUMA-5.**
- **Begin Recording by pressing down on the REC button on top of the Remote Switch**
- **To Stop, depress the REC button.**



***Pause features are limited during use of Remote Switch.**

***Remote Switch illumination will mimic that of the Recorder setting.**