

PUMA 5 USER GUIDE



VERSATILE INFORMATION PRODUCTS INC.

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WWW.PUMARECORDERS.COM



The PUMA 5 recorder has many advanced features designed specifically for Law Enforcement. Please read through this user guide and familiarize yourself with the functions of the recorder.

Product highlights

- Exclusive Dual-Functioning operation designed for Law Enforcement.
- Top facing record light.
- Contact, Tactical and Dictation modes.
- Robust stainless steel casing for extra durability.
- Large color display and clear user interface for easy, intuitive operation.
- Light and motion sensors for extended battery life.
- Available custom made Kydex holster.

Do not make any adjustments and modifications that are not described in this manual. Follow all safety instructions to ensure proper operation of the device. The manufacturer assumes no liability for damages resulting from non-compliance with the safety instructions.

Safety instructions

- Only Philips rechargeable Li-ion batteries ACC8100 (and no others) can be charged in the device. Replace only with the same or equivalent type. Remove the battery from the device if it will not be used for an extended period of time. The device can be damaged by leaking batteries.
- Do not remove the battery from the device while it is recording. If you do this, data may be damaged or lost and the device may be damaged causing malfunctions to occur.
- Batteries contain substances that may pollute the environment. Used batteries and rechargeable batteries should be disposed of at an official collection point.
- Protect the device from rain or water to prevent a short circuit.
- Do not expose the device to excessive heat caused by placing it on a heating device or in direct sunlight.
- Protect the cables from damage.
- Back up your data and recordings. The manufacturer's warranty does not cover loss of data resulting from user actions.
- Do not perform any maintenance operations that are not described in this user manual. Do not disassemble the device into its component parts to carry out repairs.

Rechargeable battery

If the battery is mishandled, it can burst, cause a fire or even chemical burns. Observe the following cautions.

- Do not disassemble.
- Do not crush and do not expose the battery pack to any shock or force such as hammering, dropping or stepping on it.
- Do not short circuit and do not allow metal objects to come into contact with the battery terminals.
- Do not expose to high temperature above 60°C (140 °F).
- Do not incinerate or dispose of in fire.
- Do not handle damaged or leaking batteries.
- Charge the battery only in the recorder.
- Keep the battery out of the reach of small children.
- Keep the battery dry.

Recycling

Please inform yourself about the local separate collection system for electrical and electronic products. Please act according to your local rules and do not dispose of your old products with your normal household waste. Correct disposal of your old product helps to prevent potential negative consequences for the environment and human health.

Section 1

What's in the PUMA 5 LE kit



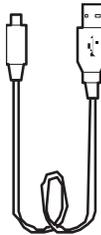
PUMA 5 Recorder



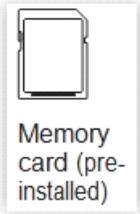
PUMA 5 Kydex holster



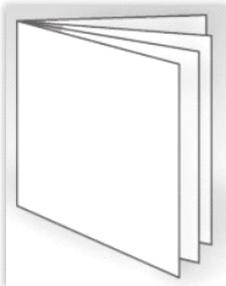
Rechargeable Battery (pre-installed)



USB Download/Charging cable



Memory Card (pre-installed)



PUMA 5 Full User Guide (available via download)

XXXX-XXX-XXXX-XXXX-XXXX-XXXX-XX

Product Key for Speech Exec Dictate software (software via download)

Docking/Charging Cradle (optional)

Wired Remote Activation Switch (optional)

Lapel Mic or Telephone Record Mic (optional)

Section 2

PUMA 5 Buttons, Controls, and Parts

LED FUNCTION LIGHT- RED indicates recording in Contact mode or Dictation overwrite mode. Light will be off while recording in Tactical mode. **Green** indicates Insert function, only available in Dictation mode.

2. MICROPHONES

3. LED DISPLAY SCREEN

4. MULTIFUNCTION BUTTONS- REC, STOP, PAUSE, MENU, BACK, ENTER, OK. Functions and labels of the individual buttons will change depending on which mode the recorder is set to.

5. + /- : File navigation in stop mode, volume control during playback, menu navigation.

6. RECORD HOLD / EOL BUTTON- Functions as a RECORD HOLD button in all modes. Also functions as the EOL (end of letter) button in Dictation mode.

7. RECORD/PAUSE BUTTON- Functions as the REC/PAUSE button in Dictation mode. Button is disabled in Contact or Tactical mode.

8. REWIND BUTTON- Rewinds or backspaces in Dictation mode and moves backward while listening in any mode.

9. FORWARD BUTTON- Forwards the recording in Dictation mode and moves forward while listening in any mode.

10. STOP/PLAY BUTTON- Starts and stops playback of completed recordings.

11. ON/OFF SWITCH- Turns the recorder power on or off.

12. Speaker.

13. Battery Cover Latch.

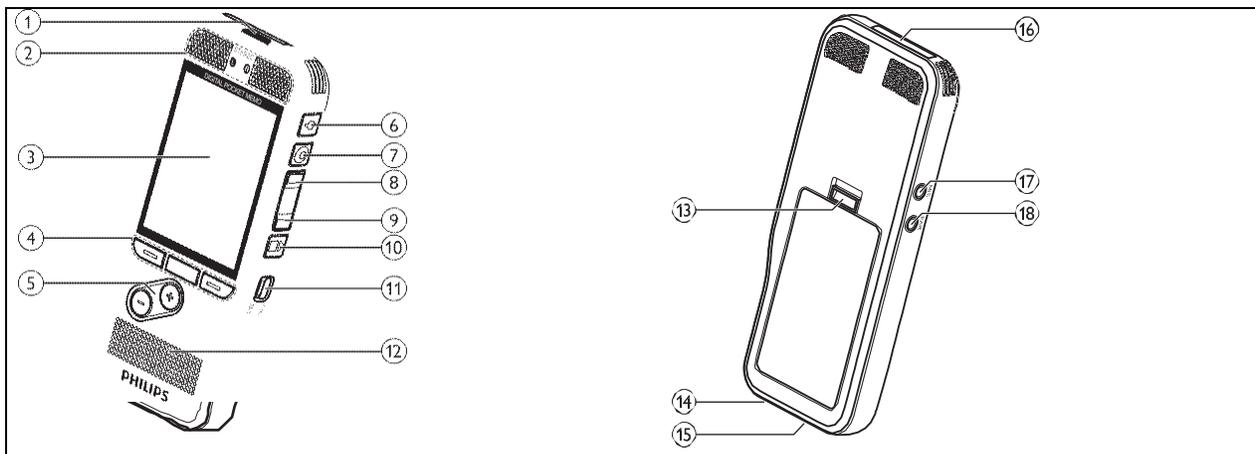
14. Docking/Charging cradle connector.

15. USB Download/Charging cable connector.

16. Memory Card Slot.

17. External 3.5mm microphone jack. Also used to connect the optional telephone record mic.

18. Earphone jack 3.5mm. Also used to connect the optional Remote Switch.

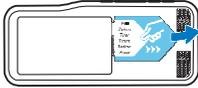


Section 3

Get started

Charge the battery and set date and time

The battery is pre-installed in the recorder. Pull the battery tape off from the battery door before charging. If the recorder does not turn on, turn on the recorder by sliding the **ON/OFF** switch to the **ON** position. You will be prompted to set the date and time.



Set the date and time

- 1 Press **(+ / -)** to change the value for the year, month or day.
- 2 Press **Next** to advance to the next entry.
- 3 After setting the day, press **Next** to advance the settings to the correct time.
- 4 Press **(+ / -)** to select a 12-hour or 24-hour clock and to change the value of the hour and minute.
- 5 Press **OK** to confirm the date and time.

Charge the battery

- 1 Plug the USB connector of the included USB cable into a USB port on your computer. You may also use an optional AC power adapter or the optional Download/Charging cradle. If using the Download/Charging cradle read the instructions for the Download/Charging cradle in [Section 13](#) of this guide.
 - 2 Insert the micro USB plug into the USB port on the recorder or if using the Download/Charging cradle place the recorder in the cradle. Use care when inserting the micro USB cable into the recorder. Make sure the connector is positioned correctly. Do not force the cable.
 - 3 The recorder starts charging. **Let the recorder charge for 3 hours before first use.**
 - 4 Your recorder is now ready to use.
- The computer must be turned on when charging the battery.
 - The device may become warm when the battery is being charged.
 - The maximum battery capacity will only be reached after several charging/discharging cycles.

****Note:** The recorder switches itself to Power Save mode automatically if no key is pressed within a pre-set period of time. This is configurable in the Power Save settings. Lifting or moving the recorder will wake up the recorder from Power save mode.

Section 4

MEMORY CARDS ****IMPORTANT****

The memory card pre-installed in the PUMA 5 recorder uses a special type of formatting. Only use memory cards certified and formatted for use with the PUMA 5 or Philips DPM 6000/8000 series recorders. Memory cards which have been formatted on a computer or another type of device may malfunction and cause a loss of recordings. Do not attempt to format the memory card from a computer using a card reader device. Do not attempt to format the memory card from a computer even if the card is inserted in the recorder and connected to the computer. Formatting the memory card in an unapproved device or in an unapproved manner may result in a loss of recordings and data if the card is used in the PUMA 5 recorder. Even if the memory card is formatted using an approved device compatible with the PUMA 5 recorder, remember that formatting the memory card permanently deletes and erases all recordings and data on the card. Be sure to make backup copies of any important recordings before formatting the memory card.

Do not remove the memory card while recording is in progress or recordings and data may be damaged or lost. Philips uses approved industry standards for memory cards, but some brands may not be fully compatible with your device. Using an incompatible memory card may damage your device or the memory card and can corrupt recordings and data stored on the card.

The device operates with a specially formatted SD/SDHC memory card and supports cards with storage capacities of up to 32 GB.

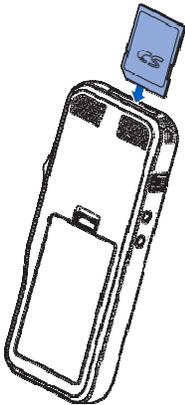
The manufacturer's warranty does not cover loss of recordings or data resulting from user actions. Formatting the memory card on a computer or other unapproved device may cause incompatibilities with your device and a loss of recordings and data. Only use memory cards designed exclusively and formatted for the PUMA 5 recorder.

The included memory card in the recorder is designed to last for many years under normal conditions. If the memory card is lost or damaged or a larger capacity card is desired, contact Versatile Information Products or your salesperson for replacements.

****Note:** The memory card is pre-installed in the PUMA 5 recorder. These instructions are for your reference in case the memory card needs to be removed or replaced.

To insert and eject a memory card:

- 1 Turn off the recorder and locate the memory card slot on the top of the recorder.
- 2 To remove the memory card press the memory card slightly until the locking mechanism unlocks and the card is ejected.
- 3 Insert a memory card with the gold-colored contacts facing down toward front of the device. Push the memory card in the memory card slot until it clicks and locks in place. The memory card should be fully inserted into the recorder with no part of the memory card sticking out of the recorder.



****Note:** SD memory cards have a lock switch built into them that allows the card to function as "read only". Recording is not possible if the memory card is in read-only mode. If your recorder is showing a lock symbol or the record button is not showing, make sure the switch on the side of the memory card is **not** set to the lock position. If the switch is in the lock position you will not be able to record.

Section 5

Description of the PUMA 5 modes

Contact mode is a non-editable recording mode used primarily to record in the field or when interviewing contacts. The **Contact** mode sets the microphone to high sensitivity, activates the **RED LED** record lamp while recording, turns on the **REC**, **Pause** and **STOP** beeps and sets the file type to MP3. The side dictation mode buttons are disabled in **Contact** mode except for the **RECORD HOLD** button. Each time a recording is stopped by pressing **STOP** in **Contact** mode the file is closed preventing any further recording into that file. Pressing **REC** after pressing **STOP** starts recording into a new file.

Tactical mode is a non-editable recording mode and is similar to **Contact** mode except in **Tactical** mode the **RED LED** is **disabled** while recording, **the beep tones are turned off** and the display screen is dimmed to a low level making the recorder less visible while using it. The **RECORD HOLD** button also works in **Tactical** mode.

Tactical mode should only be used when necessary due to the fact that you will **not** hear beep tones or see the **RED LED** indicator on the top of the recorder. The only indication that recording has started in **Tactical** mode will be on the display screen which may not be visible if the recorder is inserted in the kydex holster.

Dictation mode is an editable recording mode used for dictating personal reports and notes. In **Dictation** mode the mic sensitivity is lowered to minimize background noises, the side controls are activated and the recorder acts as a dictation device allowing you to rewind, overwrite and append your dictation just like any standard dictation recorder. The default file format in **Dictation** mode is DS2, which is compatible with most voice recognition software. You can control when to close the file and begin a new file in **Dictation** mode using the **EOL** button. Even while using the recorder in **Dictation** mode the front facing **REC** button will remain active when your dictation is stopped in case you need to immediately begin recording in **Contact** mode. Pressing the front facing **REC** button immediately switches to **Contact** mode and begins recording a new file in **Contact** mode. The **RECORD HOLD** button also works in **Dictation** mode.

Note: Changing the **profile in **Dictation** mode to **meeting** will also change the file type to MP3. You will lose some search capabilities with the PUMA management software and some editing functions in the MP3 format. Only change the profile settings if necessary.

Note: The **RECORD HOLD function does **not** affect the power switch on the recorder. Be careful not to accidentally turn off the recorder while in use.

**Note: The various buttons on the recorder will change labels and functions depending on which mode the recorder is set to and which function you are using.

**Note: Do not remove the battery from the device while it is recording. Data may be damaged or lost or damage to the recorder may occur.

. **Note: If you are using PUMA management software to set a user I.D. on the PUMA 5 recorder with encryption enabled, only the DS2 files will be encrypted. This may affect the ability to playback the DS2 files on a computer depending on the software being used.

Section 6

Menu Descriptions

**Note: Not all modes will show all listed functions.

PUMA 5 modes

Contact - sets the recorder to the **Contact** mode.

Tactical - sets the recorder to the **Tactical** mode.

Dictation - sets the recorder to **Dictation** mode.

File

Delete file - permanently deletes the file.

Delete Section - permanently deletes a user defined section of the file (Dictation mode only).

Lock/EOL - locks the file to prevent editing.

Priority - marks the file as a priority '!' (Dictation mode only).

Index set - sets an index mark in the file (Dictation mode only).

Author (software setting).

Work Type (displays mode used in recording).

File Information - displays information about the file. File number, name, date, author, mode.

Record

Profile - set the mic sensitivity and recording format (Dictation mode only).

Record notification beep - turns the beep tone on or off when pressing the record button.

Edit mode - selects the Overwrite, Insert or Append mode (Dictation mode only).

Voice Activation - turns the voice activation function on or off.

Display

Brightness - increases or decreases the brightness of the display screen.

Backlight - sets the amount of time the backlight remains on full brightness.

Record lamp - selects if the **RED LED** on the top of the recorder will be on or off during recording.

Language - sets the language that will be used for the menus and display.

Device

Beep - selects the beep tone on or off for information events, such as when index marks are reached or when playback reaches the end of a file. (Does not affect the Record notification beep).

Power save - sets the amount of time before the recorder enters Power save mode.

Date & time - sets the date and time.

Device information - displays information such as remaining recording time, serial number and firmware version.

USB charge - selects the battery charging rate. Most newer computers will be able to use the **Fast (500mA)** setting. If the USB port of your computer does not supply enough power capacity, charging may not be successful and you should set the USB charge option to **Slow (100mA)**. You may also use an optional USB power adapter.

USB audio - allow the computer to use the recorder as the audio playback device via the USB cable.

Hands free mode - for use with the optional docking cradle and optional foot switch to control record and playback functions.

Noise Reduction - reduces background noise during playback when listening to quiet voices recorded in a noisy environment.

Diagnosis file - writes a diagnosis file to the memory card for error analysis.

Reset settings - resets all menu settings to factory defaults.

Section 7

Initial Menu Settings

While the recorder is **stopped**, press the **Menu** button on the front of the recorder and you will enter the **Menu** selection screen. Use the **(+ / -)** buttons on the front of the recorder to select the desired menu item.

Initial Menu Settings:

The **Power save** feature is enabled by default for 1 minute to maximize the battery life between charges. You may choose to turn **off** the **Power save** feature so the recorder is always immediately ready to record. Turning off the **Power save** feature may reduce the battery life between charges so you should monitor the battery level until you are familiar with how long the battery will last between charges with the **Power save** feature turned off.

To set the **Power save** feature press the **Menu** button on the front of the recorder and you will enter the Menu selection screen. Use the **(+ / -)** buttons on the front of the recorder to select the desired menu item. Scroll down to the **Device** menu, press **Enter**, highlight **Power save**, press **Enter** and scroll to the desired Power save setting and press **OK**. Press the **Back** button until you are back at the main screen.

To set the **PUMA 5 mode** you wish to use for recording:

Press the **Menu** button on the front of the recorder and you will enter the Menu selection screen. Use the **(+ / -)** buttons on the front of the recorder to select the **PUMA 5** modes and press the **Enter** button.

To select the **PUMA 5 mode** you wish to use for recording, press the **(+/-)** buttons to select the desired mode, **Contact**, **Tactical** or **Dictation** then push the **OK** button to select that mode.

Section 8

Recording and Playback

Contact mode:

RECORDING:

To start a new recording in **Contact** mode press the **REC** button on the front of the recorder. The **RED LED** will turn on and the recorder will beep once to indicate recording has started. The display screen will also indicate recording has started. The record icon will turn red, the elapsed time counter will start and the sound level indicators will display the level of the audio. To **Pause** a recording in **Contact** mode press the **Pause** button on the front of the recorder. The recorder will beep once and the **RED LED** on the top of the recorder will blink to indicate **PAUSE** mode. To resume recording press the **REC** button on the front of the recorder. To **STOP** recording and close the file press the **STOP** button. The recorder will beep once, the **RED LED** will turn off.

Pressing the **RECORD HOLD** button for 2 seconds while recording locks the recorder in the record mode and disables all other buttons to prevent accidentally stopping the current recording. A beep tone indicates the **RECORD HOLD** is active. To disable the **RECORD HOLD** mode press the **RECORD HOLD** button for 2 seconds and the operation of the recorder returns to normal allowing you to pause or stop the recording. A beep tone signals the **RECORD HOLD** is disabled.

Note: The **RECORD HOLD function does **not** affect the power switch on the recorder. Be careful not to accidentally turn off the recorder while in use.

PLAYBACK:

To playback a recording in **Contact** mode, stop the recording and use the **(+ / -)** buttons on the front of the recorder to navigate back to the file you wish to playback then press the **PLAY** button on the front of the recorder to begin playback. Press the **STOP** button on the front of the recorder to stop the playback. To **MUTE** the audio during playback press the **MUTE** button on the front of the recorder. Press the **MUTE** button again to cancel the **MUTE** setting. To change the playback speed press the **SPEED** button on the front of the recorder. Each press of the **SPEED** button will cycle through normal, fast and slow playback speed.

Tactical mode:

RECORDING:

To start a new recording in **Tactical** mode press the **REC** button on the front of the recorder. The recorder will start to record but the **RED LED** will not turn on and no beep tone will be heard. The only indication that recording has started in **Tactical** mode will be on the display screen which may not be visible if the recorder is inserted in the kydex holster. To **Pause** a recording in **Tactical** mode press the **Pause** button on the front of the recorder. To **STOP** recording and close the file press the **STOP** button.

Pressing the **RECORD HOLD** button for 2 seconds while recording locks the recorder in the record mode and disables all other buttons to prevent accidentally stopping the current recording. To disable the **RECORD HOLD** mode press the **RECORD HOLD** button for 2 seconds and the operation of the recorder returns to normal allowing you to pause or stop the recording. There are no beep tones in **Tactical** mode.

****Note:** The **RECORD HOLD** function does not affect the power switch on the recorder. Be careful not to accidentally turn off the recorder while in use.

PLAYBACK:

To playback a recording in **Tactical** mode, stop the recording and use the **(+ / -)** buttons on the front of the recorder to navigate back to the file you wish to playback then press the **PLAY** button on the front of the recorder to begin playback. Press the **STOP** button on the front of the recorder to stop the playback. To **MUTE** the audio during playback press the **MUTE** button on the front of the recorder. Press the **MUTE** button again to cancel the **MUTE** setting. To change the playback speed press the **SPEED** button on the front of the recorder. Each press of the **SPEED** button will cycle through normal, fast and slow playback speed.

Dictation mode:

RECORDING:

To start a new recording in **Dictation** mode press the record button with the **RED** dot on it located on the **side** of the recorder. The **RED LED** will turn on and the recorder will beep once to indicate recording has started. The display screen will also indicate recording has started. The record icon will turn red, the elapsed time counter will start and the sound level indicator will display the level of the audio. To **Pause** a recording in **Dictation** mode press the record button with the **RED** dot on it located on the **side** of the recorder. The recorder will beep once and the **RED LED** on the top of the recorder will blink to indicate **PAUSE** mode. Press the button again to resume recording. To stop a recording in **Dictation** mode press the **STOP** button located on the side of the recorder. To close the file in **Dictation** mode and start a new file, stop recording then press the **EOL** button on the side of the recorder. The current file will be closed and a new file will be ready to start recording.

Even while using the recorder in **Dictation** mode the front facing **REC** button will remain active when your dictation is stopped in case you need to immediately begin recording in **Contact** mode. Pressing the front facing **REC** button immediately switches to **Contact** mode and begins recording a new file in **Contact** mode.

Pressing the **RECORD HOLD** button for 2 seconds while recording locks the recorder in the record mode and disables all other buttons to prevent accidentally stopping the current recording. A beep tone indicates the **RECORD HOLD** is active. To disable the **RECORD HOLD** mode press the **RECORD HOLD** button for 2 seconds and the operation of the recorder returns to normal allowing you to pause or stop the recording. A beep tone signals the **RECORD HOLD** is disabled.

****Note:** The **RECORD HOLD** function does not affect the power switch on the recorder. Be careful not to accidentally turn off the recorder while in use.

PLAYBACK:

To playback a recording in **Dictation** mode you may use either the **FORWARD** or **REWIND** buttons on the side of the recorder to locate a specific section in the recording or use the **(+ / -)** buttons on the front of the recorder to quickly jump back to the beginning of the file or to navigate back to the file you wish to playback. Press the **PLAY** button on the front of the recorder to begin playback. Press the **STOP** button on the front of the recorder to stop the playback. To **MUTE** the audio during playback press the **MUTE** button on the front of the recorder. Press the **MUTE** button again to cancel the **MUTE** setting. To change the playback speed press the **SPEED** button on the front of the recorder. Each press of the **SPEED** button will cycle through normal, fast and slow playback speed.

Index Marks

While recording, each time a recording is **Paused** in **Contact**, **Tactical** or **Dictation** mode an **'index mark'** is inserted into the file to identify the where the recording was paused. Additionally an **'index mark'** is inserted whenever the **STOP** button is pressed in **Dictation** mode. When navigating through the recordings during playback the recorder will briefly pause at these index marks and display the index mark number for one second giving you the option to begin playback at the index mark. To quickly jump to the next or previous index mark press **(+ / -)** to jump between index marks.

Section 9

Deleting a file

You can delete individual files from the device. Additionally in **Dictation** mode you can delete part of a file. **Deleted files and partially deleted segments of files cannot be recovered.**

Delete a file

- 1 While the recorder is in stop mode, press **(+ / -)** to select the file to be deleted.
- 2 Press **Menu** and select **File > Delete file**.
- 3 Press **OK** to confirm the deletion. The file is deleted. Sequential file numbers are reassigned automatically.

Delete part of a file (Dictation mode only)

****Note:** File must be in the DS2 format. Files recorded in MP3 format cannot be partially deleted.

- 1 While the recorder is in stop mode, press **Menu** and select **File > Delete section**.
- 2 Using the play, forward or rewind functions, navigate to the beginning of the section to be deleted.
- 3 While the recorder is in stop mode, press **Mark**.
- 4 Using the play, forward or rewind functions, navigate to the end of the section to be deleted.
The section to be deleted is marked in red.
- 5 While the recorder is in stop mode, press **Delete** to confirm the deletion of the marked section.

File lock

Use the file lock function to prevent important files from being accidentally deleted on the recorder.

- 1 While the recorder is in stop mode and you are in the file you want to lock, press **Menu, File, Lock/EOL** to lock the file and mark it as finished. The  symbol is displayed.
- 2 To make changes to the file, unlock it by pressing **Menu, File, Remove Lock**.

****Note:** Locked files may still be permanently deleted from the memory card if the recorder is attached to a computer.

Section 10

Advanced functions

Recording using Voice Activation

Voice Activation can be enabled in the record menu. When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the recorder will automatically pause recording after three seconds of silence and resume only when you begin speaking again. The trigger level for voice activation can be adjusted using the **(+ / -)** buttons on the front of the recorder. When activated, the **VA** symbol is displayed in the information bar at the top of the screen. Use the voice activation mode only when necessary and in the optimal conditions to prevent missing audio in your recordings.

Changing the Edit mode (Dictation mode only)

In **Dictation** mode you can edit an existing recording by overwriting a part of it or inserting additional recording.

- 1 While the recorder is in **Dictation** mode and stopped, press **Menu** and select **Record > Edit mode**.
- 2 Set the required editing mode.
 - **Overwrite mode:** Overwrite mode is the normal mode used in **Dictation** mode. It allows you to overwrite a previous recording made using **Dictation** mode starting from any point within the file.
No symbol is displayed in the information bar at the top of the screen when in overwrite mode and the **LED** lights in **RED** while recording.
 - **Append mode:** add additional recording after existing recording in a file.
The  symbol is displayed in the information bar at the top of the screen when in append mode and the **LED** lights in **RED** while recording.
 - **Insert mode:** insert additional recording without overwriting existing recording in a file.
X The  symbol is displayed in the information bar at the top of the screen when in insert mode and the **LED** lights in **GREEN** while recording.
**Note: Insert mode only works with files recorded in the DS2 format.
- 3 Press **+/-** to select the file into which the insertion should be made.
- 4 When using the insert or overwrite mode, play, forward or rewind to the position where the insertion should be made.
- 5 To start recording, point the microphone toward the sound source, press the **REC** button
The **LED** lights in **RED** in overwrite or append mode or **GREEN** in insert mode while recording.
- 6 To stop recording, press the **STOP/PLAY** button.

Section 11

Installing the Speech Exec software and setting the User I.D. (optional)

The Philips Speech Exec software is used for downloading, playback, file management and setting the User I.D. on the recorder. The installation of the Speech Exec software is an optional step and may not be necessary if your organization is using PUMA software or do not have the need for the Speech Exec software at this time. It is possible to copy, cut and paste files from the recorder to the computer without using the Speech Exec software but if you need to set up a User I.D. on the recorder you will need to install the Speech Exec software if you are not using the PUMA software.

1 Open your web browser and navigate to the web site: www.speechexec.com/install

2 Enter your 25 character **Product key** that was included with your recorder and follow the prompts to download the installation file and install the software.

3 After the software is installed, connect the recorder to the computer. Insert the micro USB plug into the USB port on the recorder or if using the Download/Charging cradle place the recorder in the cradle. Use care when inserting the micro USB cable into the recorder. Make sure the connector is positioned correctly. Do not force the cable. Wait for the computer to recognize the recorder as a removable device.

4 To set a **User I.D.** for the recorder perform the following steps:

*Connect the recorder to the computer.

*Launch the Speech Exec software. Click the **Settings** menu, **General Settings**.

*In the left column under **DPM Configuration**, click **DPM Settings**.

*On the right Click **Start Configuration** then on the left choose **Keywords**.

*Under the **Author** column and next to **Selectable Values** change the **Author** from "**PUMA5**" to your desired I.D. **Do Not** change the value under **Work Types**.

*At the bottom of the column click **Transfer Keywords then click OK**. The User I.D. is now set.

It is **not** recommended to make any other changes to the DPM configuration or the recorder may not function as expected.

If necessary the recorder can be reset to factory defaults using the **Device** menu in the recorder.

To **reset** the recorder to factory default settings:

Press **Menu, Device, Reset settings, OK**. The recorder will restart and reset to factory defaults. Be sure to set your User I.D. again if needed.

Section 12

Downloading files to the computer

****Note:** The memory card must remain in the recorder if you are downloading recordings into the PUMA management software. The PUMA management software will not recognize memory cards that are not inserted in the recorder.

1 Turn on the recorder.

2 Attach the **USB connector** of the download/charging cable into a **USB port on your computer**.

3 Attach the other end of the download/charging cable with the **micro USB connector** to the **USB port on the recorder** - or if using the download/charging **cradle** attach the **micro USB connector** to the **USB port** in the cradle and place the recorder in the optional Download/Charging Cradle.

4 If connecting the recorder to the computer for the first time, allow the computer to set up and recognize the recorder before downloading any files.

5 The recorder will show up as a removable device on the computer. If you are using the Speech Exec or Puma software the files will automatically download to the computer. You may also copy, cut and paste the files to the computer without using software. You may permanently delete the individual files from the memory card if no longer needed while the recorder is attached to the computer but **do not format the memory card**.

Do not disconnect the USB cable from the recorder or Download/Charging cradle or remove the recorder from the cradle while downloading is in progress or the files may be damaged or lost.

****Note:** Be sure to plug the cable into the USB port on the recorder or cradle correctly. Be careful not to damage the USB port on the recorder or cradle. Do not force the cable into the USB port on the recorder or cradle. Only use the supplied USB cable to insure compatibility. Do not use a damaged USB cable. Contact Versatile Information Products or your salesperson for replacement cables.

****Note:** DS2 files such as those created in **Dictation** mode require software capable of playing back the DS2 file type on a computer. The Philips Speech Exec software will playback the DS2 files. A basic player for DS2 files is also available.

Section 13

Optional accessories

Remote Activation Switch

The optional **Remote Activation Switch** is used to remotely start and stop recording in **Contact** or **Tactical** mode only. If the **Remote Activation Switch** is pressed while in **Dictation** mode the recorder will automatically switch to **Contact** mode.

To connect the **Remote Activation Switch** to the recorder, insert the cable into the **EAR** jack on the recorder. To start recording using the **Remote Activation Switch** press the **REC** button on the **top** of the **Remote Activation Switch**. The **EOL** and **Index** buttons are **disabled** on the Remote Activation Switch. In **Contact** mode the **REC** button will turn **RED** while recording. To **stop** recording using the Remote Activation Switch press the **REC** button again. The light will turn off and this will close the file. If you need to **Pause** the recording while using the Remote Activation Switch press the **Pause** button on the front of the recorder. The **REC** button on the Remote Activation Switch will **blink RED** to indicate **Pause**. To **resume** recording while in **Pause** mode from the Remote Activation Switch you will need to push the **REC** button on the Remote Activation Switch **twice**. You may also press the **REC** button on the front of the recorder to resume from **Pause** mode. The **REC** button **will not** be lit on the Remote Activation Switch if the record lamp is set to 'off' or while in **Tactical mode**.

Download / Charging Cradle

The optional **Download/Charging Cradle** provides a simple and convenient way to download recordings and charge the battery in the recorder. To use the **Download/Charging Cradle** attach the USB connector of the cable to a USB port on the computer and the micro USB connector to the **Download/Charging Cradle**. Place the recorder into the cradle and it will automatically connect to the computer if the recorder is turned on. If the recorder is turned off, only battery charging will occur.

External Microphone or Telephone Record Microphone

If using an optional external microphone or telephone record microphone they should be plugged into the **MIC** jack on the recorder.

For questions regarding the PUMA 5 recorder please contact Versatile Information Products at 1-800-794-4044.



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1-800-794-4044

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