



## Quick Start Guide

[www.pumarecorders.com](http://www.pumarecorders.com)

For more detailed information regarding the PUMA-II Recorder or the PUMA Basic Software, please view our advanced manual by visiting <http://www.pumarecorders.com>.

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## Recorder Set-up

**Step 1:** Install Batteries. The PUMA-II Recorder uses 2 AAA batteries.

**Step 2:** Set Date/Time. With the Up/Down – Left/Right navigation keypad, press the Enter Key (Center Button) to Confirm.

**Step 3:** Turn On/Off Voice Activation. Set to user's preference.

**Step 4:** Set the MIC Sense to Conference (CONF) Mode. This is the preferred microphone sensitivity level to record interviews and conversations.



## Record & Download

To **Start** a recording, press the Record Button.

Note: The Record/Play indicator light at the top of the recorder glows red.

To **Stop** a recording, press the Stop Button to end the recording and close the file.

To **Pause** a recording, press the Record Button while in the record mode.

To **Lock** the recorder into Hold, slide the Hold Button up.

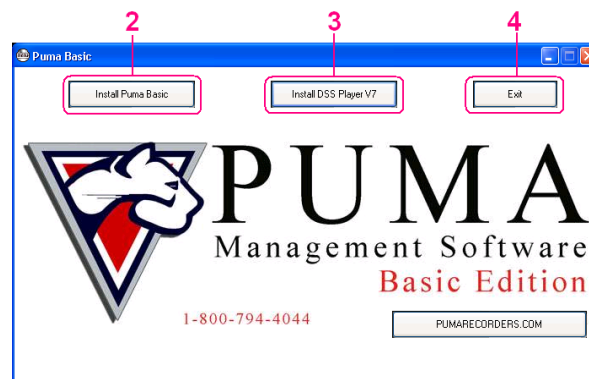


## Installing the Software

1. Insert the CD into the CD-ROM. The installation program will start automatically.



2. Click the **Install Puma Basic** Button to install the Basic edition of the PUMA Management Software. Follow the onscreen instructions for the Install Wizard. Once completed, you'll be taken back to the opening screen.
3. Click the **Install DSS Player V7** Button to install the DSS Player software. Follow the onscreen instructions for the Install Wizard. Accept all of the default settings. You will need the serial number that came with the install CD. Once completed, you'll be taken back to the opening screen.
4. Click the **Exit** Button to complete the installation. The install CD can now be removed from the CD-ROM.

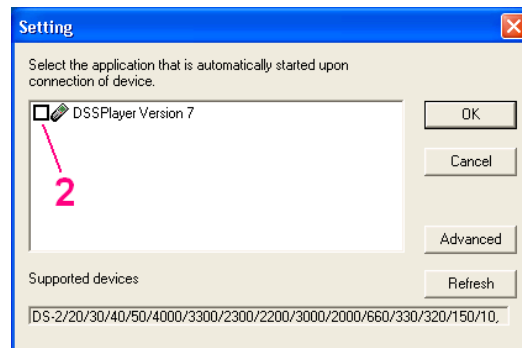


## Software Set-up

1. Right-click on the **Device Detector** icon in the lower right hand corner of your screen and select **Setting**.



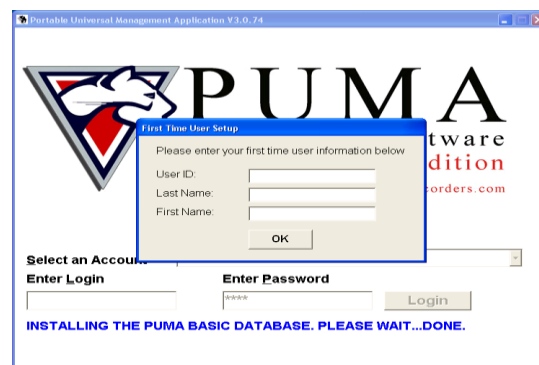
2. Click the checkbox so that the box is **unchecked**. Click the **OK** Button to exit.



3. Double-click the PUMA icon located on the desktop.

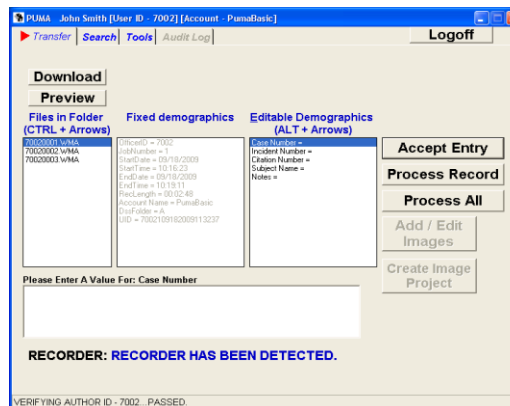
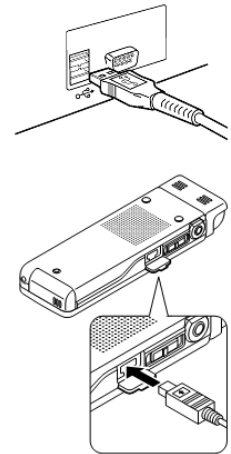


4. When the PUMA Software is launched for the first time, it will request information from the user. Enter the information, and then press the **OK** Button. Close the application by clicking the red "X" Button located at the upper right hand corner of the PUMA application.



## Import Audio Files from Recorder to PC

1. Recorder must be powered on and in the stop position.
2. Connect one side of the USB cable to the USB port of the PC and connect the other side of the USB cable to the recorder.
3. Launch the PUMA application by double-clicking the PUMA icon located on the desktop.
4. Once the application launches and the Login Screen appears, click the **Login** Button. At this point, Audio Files from the recorder will be transferred to the PUMA Software. You may disconnect the recorder when the process has finished.
5. Files imported from the recorder are displayed in the **Files in Folder** list. Clicking a file in this list will display the demographics for that Audio File in the **Fixed Demographics** and **Editable Demographics** lists. As an option, you can enter values for the demographics within the Editable Demographics list by clicking on a demographic and entering a value into the textbox located below the lists. To save the value for that demographic, press enter or click the **Accept Entry** Button. You can also preview the audio of a selected file by clicking the **Preview** Button.



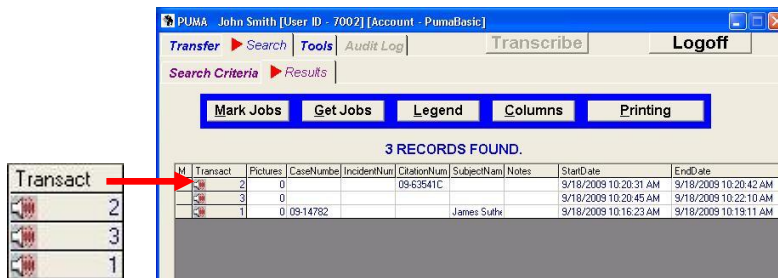
6. Audio Files will need to be processed so they can be searched at a later time. Click the Audio File you want processed from the **Files in Folder** list and then click the **Process Record** Button. In addition, you can process all of the Audio Files from the **Files in Folder** list instantly by clicking the **Process All** Button.

## Search for and Listen to Audio Files

1. Click the **Search** tab located near the top of the PUMA application window. Below the Search tab is the **Search Criteria** tab, where you can search for Audio Files based on the demographic values that were displayed in the Fixed and Editable Demographics lists.
2. Click the **Run Search** Button after you have entered the values you want to search by.



3. Once the application has finished searching for the Audio Files based on the information you have entered for the search criteria, they will be displayed within the **Results** tab. Each Audio File is represented as a record. All of the demographic values for that Audio File will be displayed within the record.



4. You can listen to the Audio File by double-clicking the cell for the record from within the Transact column. Then a new window will appear with the audio controls. This is the Audio Player. Close the Player window when you have finished listening to an Audio File.

