

PUMA 5 USER GUIDE



VERSATILE INFORMATION PRODUCTS INC.

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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.

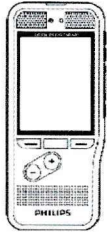
- Do not disassemble.
- Do not crush and do not expose the battery pack to any shock or force such as hammering, dropping or stepping on it.
- Do not short circuit and do not allow metal objects to come into contact with the battery terminals.
- Do not expose to high temperature above 60°C (140 °F).
- 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

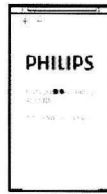
What's in the PUMA 5 LE kit



PUMA 5 Recorder



PUMA 5 Kydex holster



Rechargeable Battery (pre-installed)

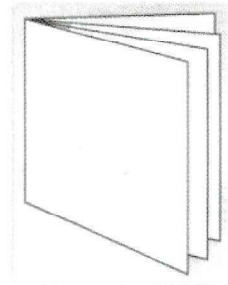


USB Download/Charging cable



Memory card (pre-installed)

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.

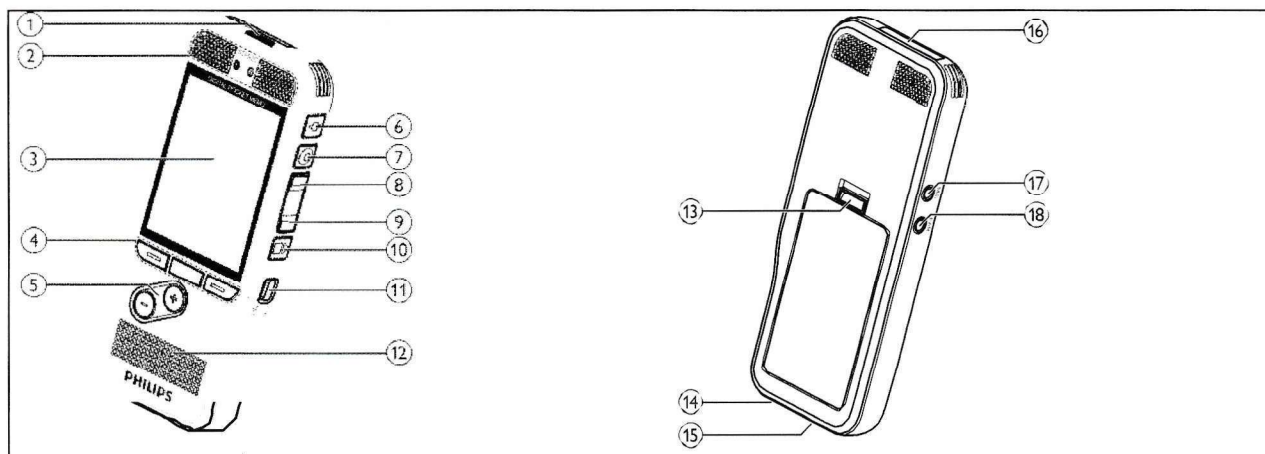
14. Docking/Charging cradle connector.

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.

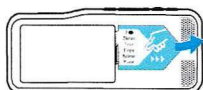


Section 3

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.

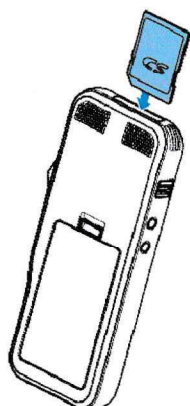
The manufacturer's warranty does not cover loss of recordings or data resulting from user actions. Formatting the memory card on a computer or other unapproved device may cause incompatibilities with your device and a loss of recordings and data. Only use memory cards designed exclusively and formatted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

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  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 while in **Tactical mode**.

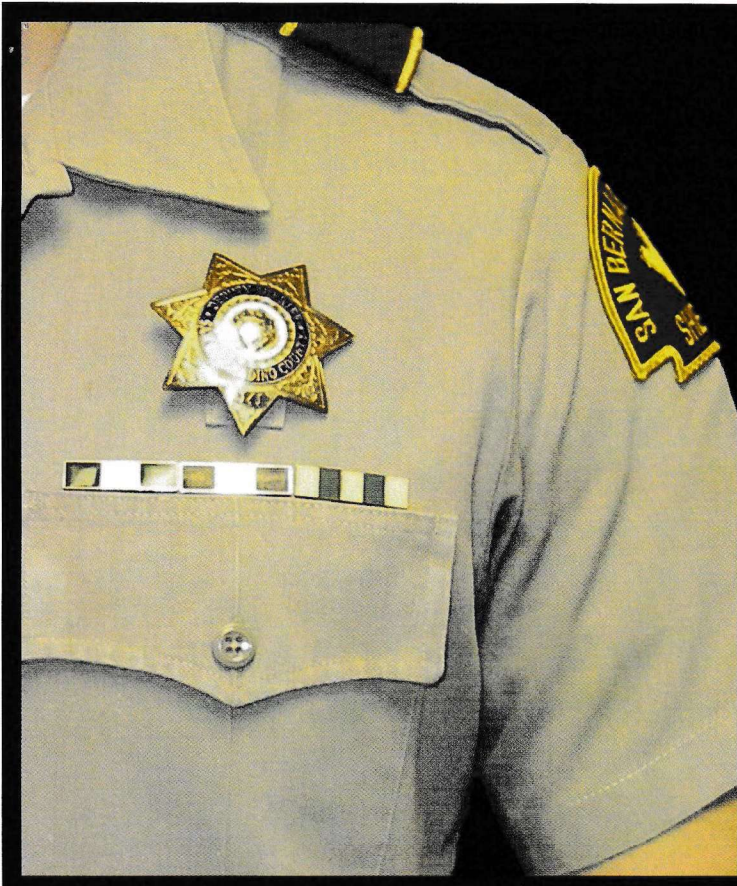
Download / Charging Cradle

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.



PUMA

Digital Recorder For Law Enforcement

Training

OVERVIEW

Today's Training

- **PUMA-3 Digital Audio Recorder**
 - **Package Contents**
 - **Setup**
 - **Recording**
- **P.U.M.A. Management System**
 - **Download / Search / Copy**



PACKAGE

- Recorder
- Holster
- Lapel Microphone



SETUP / Batteries

- Open battery compartment on back of device
- Insert 2 x AAA batteries according to diagram
- Push the power button down for 1/2 second to power on

■ Power Button



SETUP / Record Light

- Hold down center navigation button
 - Press up twice
 - Press center navigation button to access LCD/Sound Menu
 - Press down twice
 - Press center navigation button to access LED setting
 - Use Up/Down to select LED on/off
 - Press center navigation button to set
- Record Light



SETUP / Notes

- Time and Date
 - Automatically synchronized every time user logs into PUMA with device plugged in
- Microphone Sensitivity and Record Mode
 - Set to optimal performance levels



Recording

- To begin a recording, press the Record Button
- To stop a recording, press the Stop Button
- To pause a recording, press the Record Button while in Record mode.

■ Items Tracked for each recording:

- Officer ID, Time, Date, Duration, Job Number

- Record Button
- Stop Button



Erasing

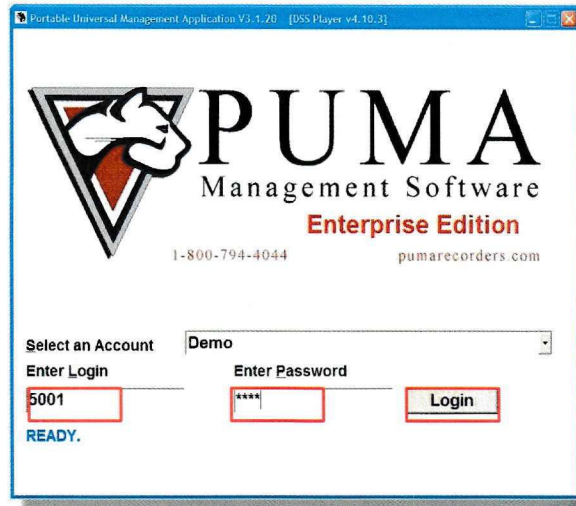
- Toggle to the desired file by using the navigation keys
- Press the Erase button
- Toggle up once to highlight File Erase
- Press the center navigation button
- Toggle up once to highlight Start
- Press the center navigation button to confirm Delete

- Erase Button
- Center Nav. Button



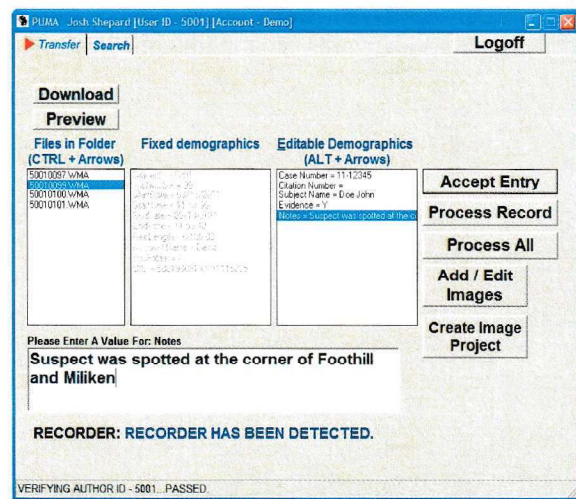
Login In Screen

- Plug in the PUMA Recorder
- Enter Login
- Enter Password
- Click 'Login' button



Transfer

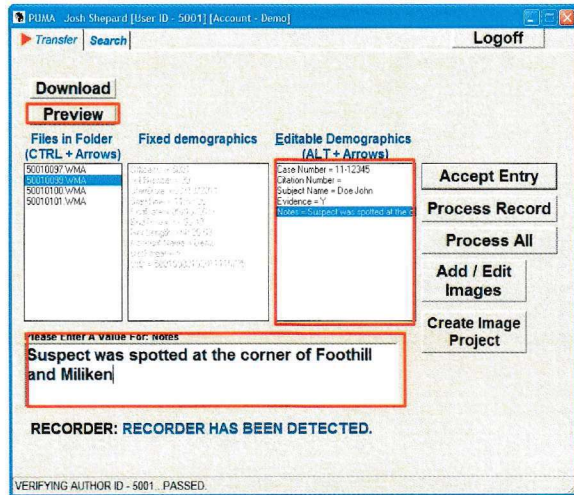
- All Recordings Imported (Files in Folder)
- Fixed Demographics (non editable)
- Editable Demographics (editable)



Transfer

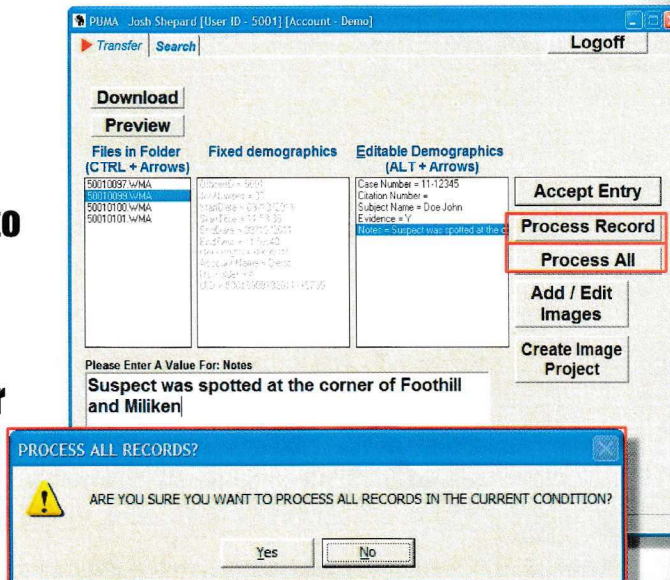
- 1. Preview Recordings
- 2. Modify Editable Demographics as needed:

- Report Number
- Incident Number
- Citation Number
- Admin
- Transcribe
- Subject Name
- Evidence
- Other



Transfer

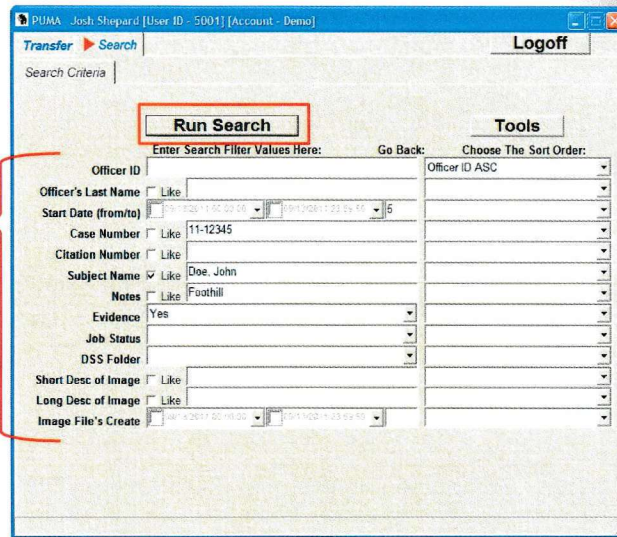
- 1. Process Record
Sends highlighted file to server
- 2. Process All
Sends all files to server



Search

- **Search Tab**
Use any combination of Search Criteria

- **Click Run Search**



Transfer Search Logoff

Search Criteria

Run Search Tools

Enter Search Filter Values Here: Go Back: Choose The Sort Order:

Officer ID _____ Officer ID ASC

Officer's Last Name Like _____

Start Date (from/to) [9/13/2011 12:00:00 AM] [9/13/2011 12:00:00 AM] 5

Case Number Like 11-12345

Citation Number Like _____

Subject Name Like Doe, John

Notes Like Foothill

Evidence Yes

Job Status _____

DSS Folder _____

Short Desc of Image Like _____

Long Desc of Image Like _____

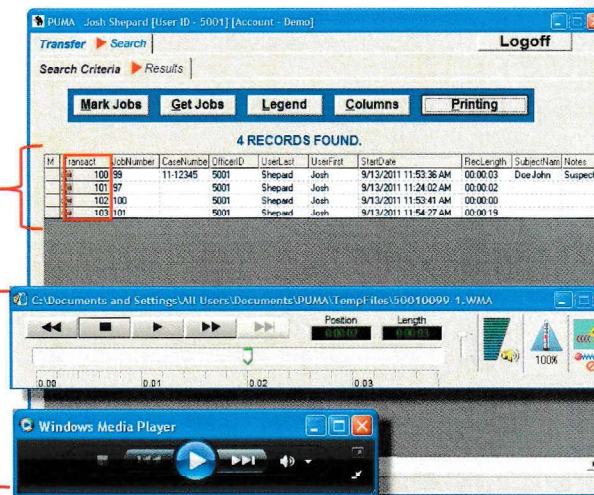
Image File's Create [9/13/2011 12:00:00 AM] [9/13/2011 12:00:00 AM]



Results / Play back

- **Double Click any file within the Transact column to play**

- **One of two players will play the recording**
-DSS Player
-Media Player



Transfer Search Logoff

Search Criteria Results

Mark Jobs Get Jobs Legend Columns Printing

4 RECORDS FOUND.

M	Transact	JobNumber	CaseNumber	OfficerID	UserLast	UserFirst	StartDate	RecLength	SubjectName	Notes
1	100	99	11-12345	5001	Shepard	Josh	9/13/2011 11:53:36 AM	00:00:03	Doe John	Suspect
2	101	97		5001	Shepard	Josh	9/13/2011 11:24:02 AM	00:00:02		
3	102	100		5001	Shepard	Josh	9/13/2011 11:53:41 AM	00:00:00		
4	103	101		5001	Shepard	Josh	9/13/2011 11:54:27 AM	00:00:19		

C:\Documents and Settings\All Users\Documents\PUMA\TempFiles\50010099_1.WMA

Position 0:00:00 Length 0:00:03

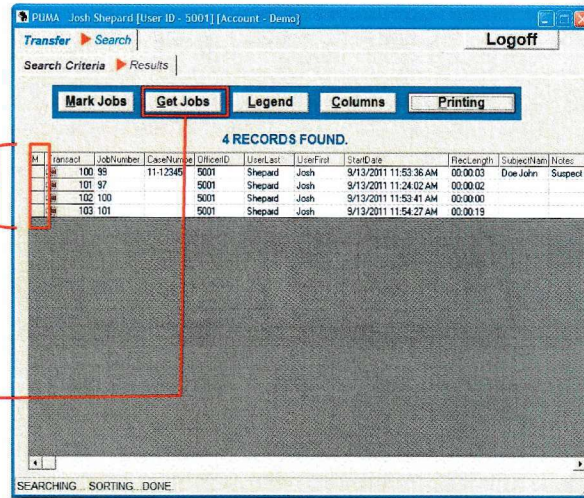
Windows Media Player



Get Jobs

- 1. Double Click any files 'Mark' column to select a file/files for export
- 2. Select Get Jobs and choose from

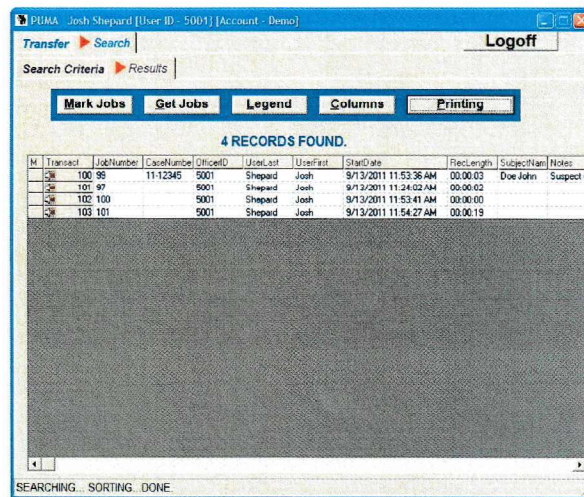
- Copy marked jobs to CD
- Upload jobs to recorder
- Copy to desktop folder



Creating CD

- 1. Mark File/Files
- 2. Select Get Jobs
 - Copy marked jobs to CD

- 3. Select Get Jobs again
 - Click on Open CD Directory



Creating CD

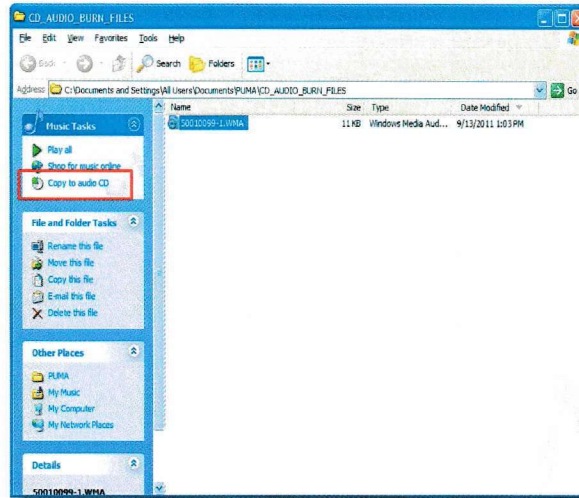
CD Directory opens

- Click Copy to CD

or

- Use your own burning software to create CD

*Once you log off PUMA the audio file will be deleted from the CD Directory



Modifying Demographics

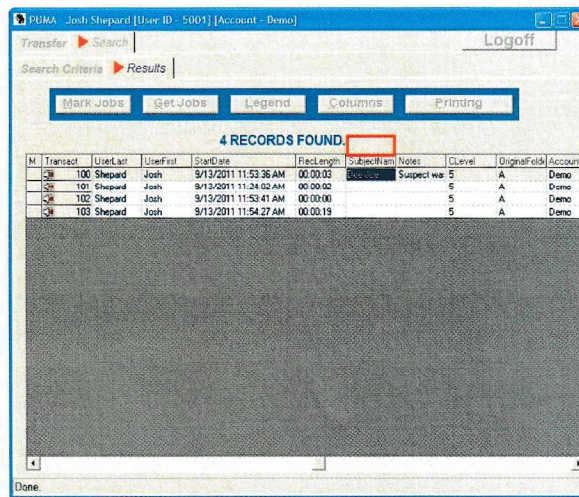
Within the Results Screen:

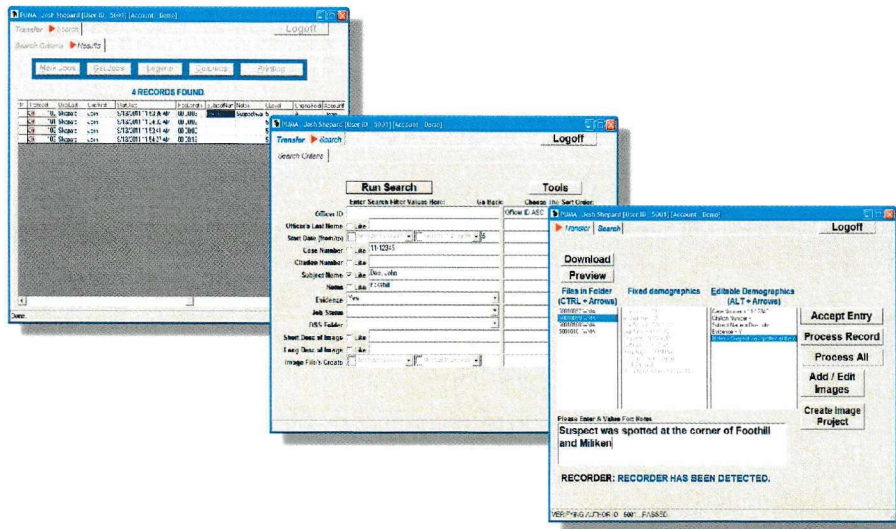
- Double Click the appropriate field

- Enter data

- Press Enter Key or move off cell to confirm change

*Changes can only be made Editable demographic Columns.





Department Policy 2.454.25 Recordings Stored as Evidence

Any recording of an event or events that could be construed as a criminal offense shall be retained and kept as evidence for possible use in a criminal proceeding. The encoded date and time of the evidentiary section of the tape shall also be affixed to the label along with the case number, if applicable.

The recording shall be entered as evidence by the deputy and documentation of the existence of the recording shall be documented in the deputy's written report of the incident stating the date, time, and length of the recording.

Recordings retained as evidence shall be kept in the division evidence locker until they are no longer needed by the Department. It shall be the deputy's responsibility to obtain approval from the District Attorney's Office and Civil Liabilities Division prior to the erasure of the recording. In all cases, the recording shall be maintained a minimum of one year per California Government Code section 34090.6.



Department Policy 2.454.25 Recordings Stored as Evidence (cont)

Any recordings of a pursuit, a use of force incident, a traffic accident involving a Department unit, or any adverse contact with the public, shall be retained and kept as evidence in preparation for possible civil litigation. The encoded date and time of the evidentiary section of the recording shall also be affixed to the label along with the case number, if applicable.

Any recording not being kept for evidence in a criminal proceeding shall be released to the Civil Liabilities Division in a manner consistent with established procedures.

When a recording is forwarded to the Civil Liabilities Division as evidence, documentation of the existence of the recording shall

time, and length of the recording, and where it is retained as evidence.

Recordings retained as evidence for civil proceedings shall be kept by the Civil Liabilities Division until they are no longer needed by a court of the Department. It shall be the responsibility of the Civil Liabilities Division to notify the appropriate division commander when a recording can be released from evidence.



Department Policy 2.454.35 Reporting Certain Recorded Incidents

Each officer who causes a recording to be made that contains a pursuit, a use of force incident, a traffic accident involving a Department unit, or any adverse contact with the public shall immediately report the recording of said incident to his immediate supervisor.



Department Policy 2.454.40 Erasing Recordings

Deputies shall not erase, or cause to be erased, any audio/video tape or recording that contains the recording of an event, or events that could be construed as a criminal offense, or proof of a criminal offense, a pursuit, a use of force incident, a traffic accident involving a Department unit, or having any adverse impact on the Department without the approval of the Civil Liabilities Division commander, the Internal Affairs commander or the District Attorney's office.



Department Policy 3.116. Recording Law Enforcement Contacts

Department members are authorized and encouraged to activate their belt recorders, when safe to do so, just prior to an investigative contact, and during the transport and booking of arrestees.

Department members are authorized and encouraged to activate their belt recorders, when safe to do so, when there is a reasonable likelihood or indication that the contact or event may result in an administrative or civil complaint against the Department and/or its members.

Generally, belt recorders shall not be activated to record conversations or events that are not related to a law enforcement incident or criminal investigation.



Department Policy 3.116.10 Recording Law Enforcement Contacts:

Pre-Planned Law Enforcement Actions

Department members shall activate their belt recorders when participating in pre-planned law enforcement actions, including the following:

- The service of search warrants.
- The service of arrest warrants.
- Parole/probation compliance contacts.
- Narcotic and sex registrant compliance contacts.
- Cell extractions or planned contacts with disruptive or combative inmates.
- Scheduled evictions.

The recordings shall be retained as supporting information for criminal and/or administrative reports, as determined by the division commander.



Questions ?



Administrator Overview

- Expanded Search Capabilities
- Tools
 - Setup Users
 - Program ID
 - Set Date/Time
- Audit Log



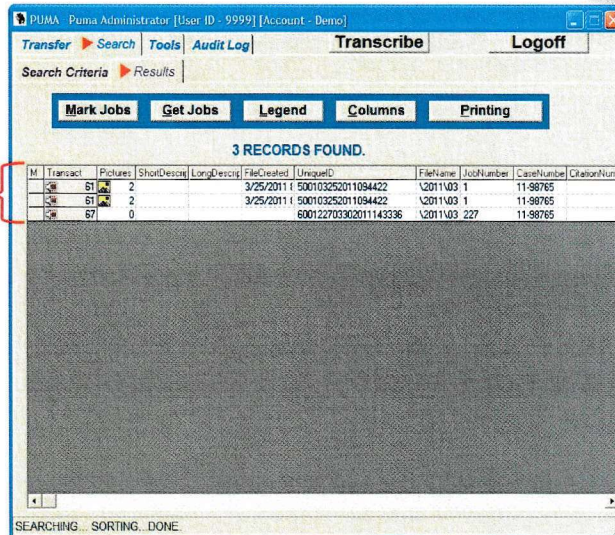
Admin - Search

- Administrators can run multiple user ID's
- Separate by comma
- Enter other search criteria
- Click Run Search



Admin - Search

- Multiple files from different users displayed



PUMA Administrator [User ID - 9999] [Account - Demo]

Transfer Search Tools Audit Log Transcribe Logoff

Search Criteria Results

Mark Jobs Get Jobs Legend Columns Printing

3 RECORDS FOUND.

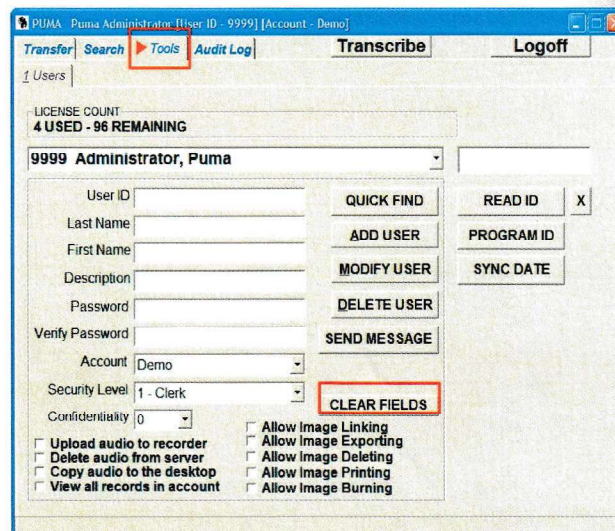
M	Transact	Pictures	ShortDescr	LongDescr	FileCreated	UniqueID	FileName	JobNumber	CaseNumber	ClationNum
	51	2			3/25/2011	500103252011094422	\2011\03	1	11-98765	
	51	2			3/25/2011	500103252011094422	\2011\03	1	11-98765	
	67	0				600122703302011143336	\2011\03	227	11-98765	

SEARCHING... SORTING... DONE



Admin - Create User

- Click on Tools
- Start creating a new user by clicking the 'Clear Fields' button



PUMA Administrator [User ID - 9999] [Account - Demo]

Transfer Search Tools Audit Log Transcribe Logoff

Users

LICENSE COUNT
4 USED - 96 REMAINING

9999 Administrator, Puma

User ID: QUICK FIND READ ID X

Last Name: ADD USER PROGRAM ID

First Name: MODIFY USER SYNC DATE

Description: DELETE USER

Password: SEND MESSAGE

Verify Password:

Account: Demo

Security Level: 1 - Clerk CLEAR FIELDS

Confidentiality: 0

Upload audio to recorder
 Delete audio from server
 Copy audio to the desktop
 View all records in account

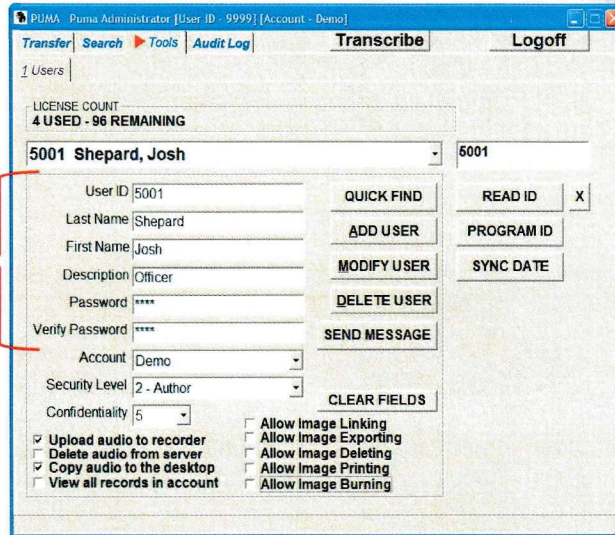
Allow Image Linking
 Allow Image Exporting
 Allow Image Deleting
 Allow Image Printing
 Allow Image Burning



Admin – Create User

Enter Information

- User ID
- Last Name
- First Name
- Description
(Officer / Deputy / Lt. / Sgt.)
- Password
- Verify Password



PUMA Administrator [User ID - 9999] [Account - Demo]

Transfer Search Tools Audit Log Transcribe Logoff

1 Users

LICENSE COUNT
4 USED - 96 REMAINING

5001 Shepard, Josh 5001

User ID 5001 QUICK FIND READ ID X

Last Name Shepard ADD USER PROGRAM ID

First Name Josh MODIFY USER SYNC DATE

Description Officer DELETE USER

Password **** SEND MESSAGE

Verify Password ****

Account Demo CLEAR FIELDS

Security Level 2 - Author

Confidentiality 5

Upload audio to recorder Allow Image Linking

Delete audio from server Allow Image Exporting

Copy audio to the desktop Allow Image Deleting

View all records in account Allow Image Printing

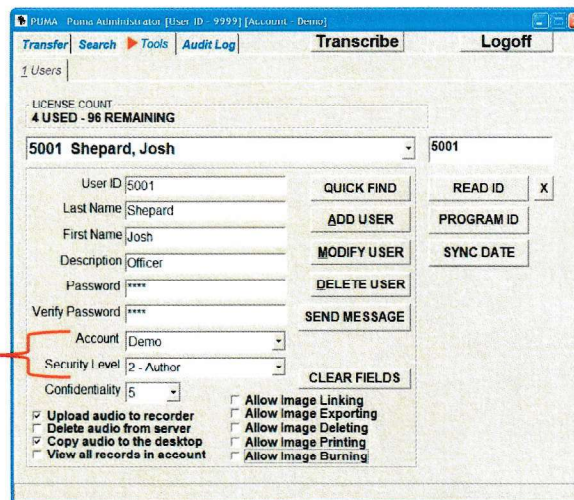
Allow Image Burning



Admin – Create User

Continue Entering Information

- Account
 - Security Level
- 1 – Clerk-Search Only
 - 2 – Author-Transfer / Search / Copy
 - 3 – Transcriptionist-Search / Transcribe
 - 4 – System Manager-Transfer / Search / Copy / Create Accounts / Audit Log
 - 5 – System Admin- I.T Staff



PUMA Administrator [User ID - 9999] [Account - Demo]

Transfer Search Tools Audit Log Transcribe Logoff

1 Users

LICENSE COUNT
4 USED - 96 REMAINING

5001 Shepard, Josh 5001

User ID 5001 QUICK FIND READ ID X

Last Name Shepard ADD USER PROGRAM ID

First Name Josh MODIFY USER SYNC DATE

Description Officer DELETE USER

Password **** SEND MESSAGE

Verify Password ****

Account Demo CLEAR FIELDS

Security Level 2 - Author

Confidentiality 5

Upload audio to recorder Allow Image Linking

Delete audio from server Allow Image Exporting

Copy audio to the desktop Allow Image Deleting

View all records in account Allow Image Printing

Allow Image Burning

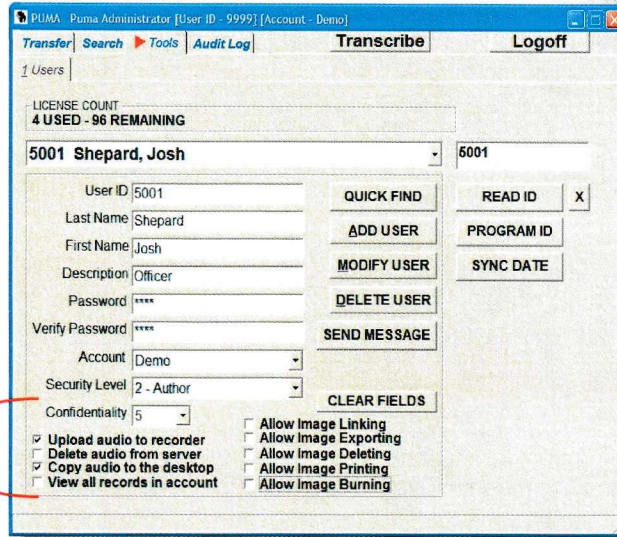


Admin – Create User

Continue Entering Information

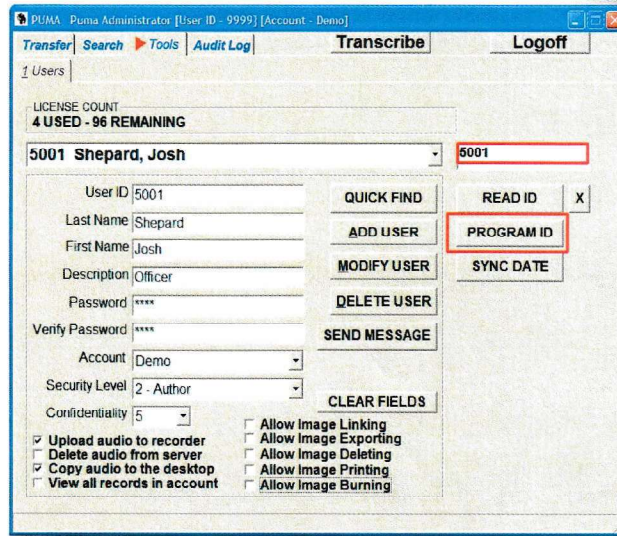
- Confidentiality Level
0 - 9
- Privileges
Upload audio to recorder
Delete audio from server
Copy audio to the desktop
View all records in account

When finished click 'Add User'




Admin – Program ID

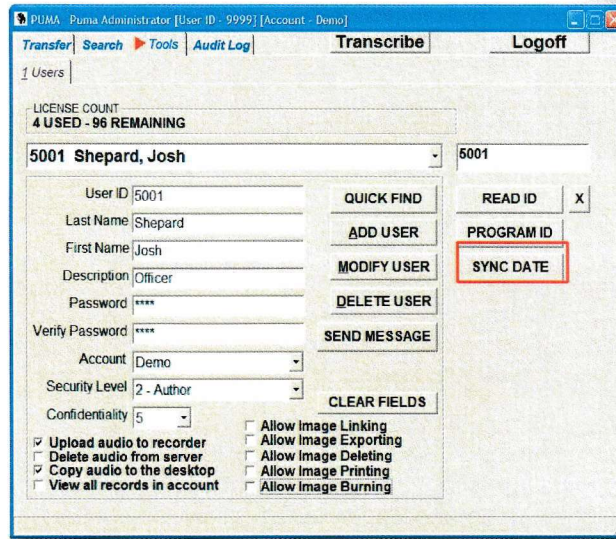
- 1. Plug in the PUMA Recorder
- 2. Type numeric value in field
- 3. Click 'Program ID'
- 4. Confirm by clicking 'Read ID' button




Admin – Sync Date

- With the PUMA Recorder plugged in, select the 'Sync Date' button

Confirmation will be displayed on the front of the device



PUMA Administrator [User ID - 9999] [Account - Demo]

Transfer Search Tools Audit Log Transcribe Logoff

1 Users

LICENSE COUNT
4 USED - 96 REMAINING

5001 Shepard, Josh 5001

User ID 5001 QUICK FIND READ ID X

Last Name Shepard ADD USER PROGRAM ID

First Name Josh MODIFY USER SYNC DATE

Description Officer DELETE USER

Password **** SEND MESSAGE

Verify Password **** CLEAR FIELDS

Account Demo

Security Level 2 - Author

Confidentiality 5

Upload audio to recorder Allow image Linking

Delete audio from server Allow image Exporting

Copy audio to the desktop Allow image Deleting

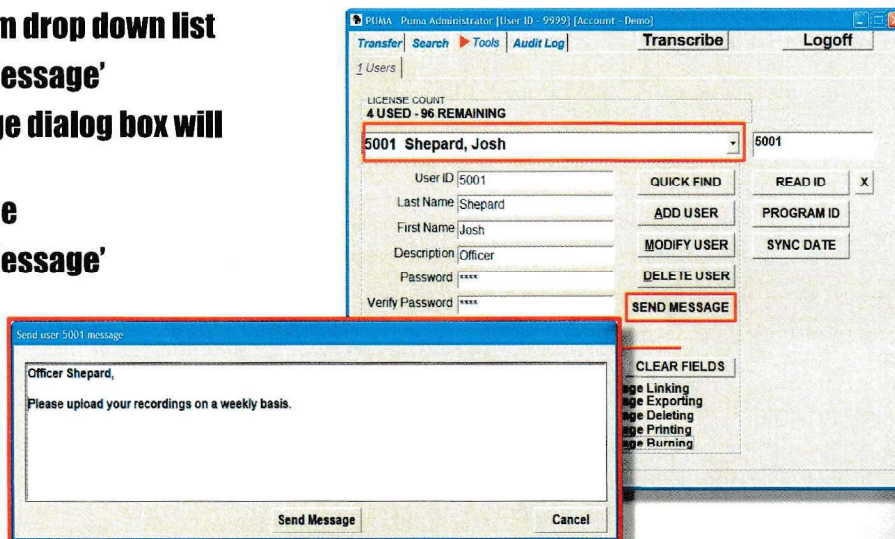
View all records in account Allow image Printing

Allow image Burning



Admin – Send Message

- Pick user from drop down list
- Click 'Send Message'
- Send message dialog box will appear
- Type message
- Click 'Send Message'



PUMA Administrator [User ID - 9999] [Account - Demo]

Transfer Search Tools Audit Log Transcribe Logoff

1 Users

LICENSE COUNT
4 USED - 96 REMAINING

5001 Shepard, Josh 5001

User ID 5001 QUICK FIND READ ID X

Last Name Shepard ADD USER PROGRAM ID

First Name Josh MODIFY USER SYNC DATE

Description Officer DELETE USER

Password **** SEND MESSAGE

Verify Password **** CLEAR FIELDS

Allow image Linking

Allow image Exporting

Allow image Deleting

Allow image Printing

Allow image Burning

Send user 5001 message

Officer Shepard,
Please upload your recordings on a weekly basis.

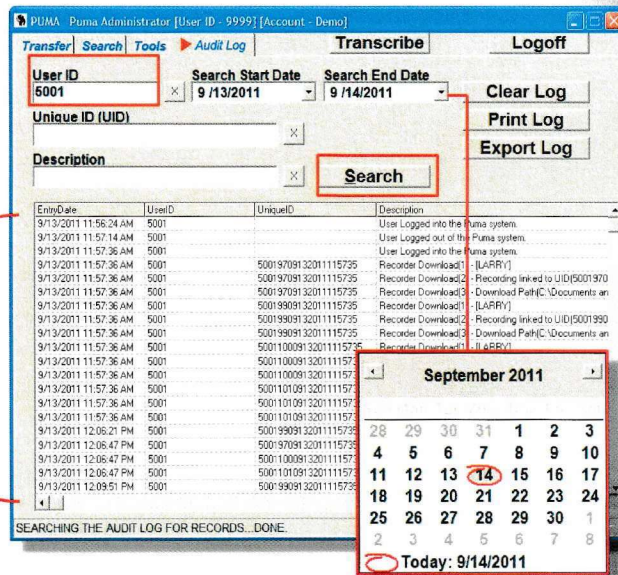
Send Message Cancel



Admin – Audit Log

Search by User ID

- Click on 'Audit Log'
- Enter ID of user you wish to search for
- Enter Start / End dates
- Click 'Search'
- Results are displayed



The screenshot shows the 'Audit Log' window in the PUMA Administrator application. The 'User ID' field is populated with '5001'. The 'Search Start Date' is '9/13/2011' and the 'Search End Date' is '9/14/2011'. The 'Search' button is highlighted with a red box. Below the search fields is a table of audit log entries. A calendar for September 2011 is visible, with the 14th highlighted as 'Today: 9/14/2011'.

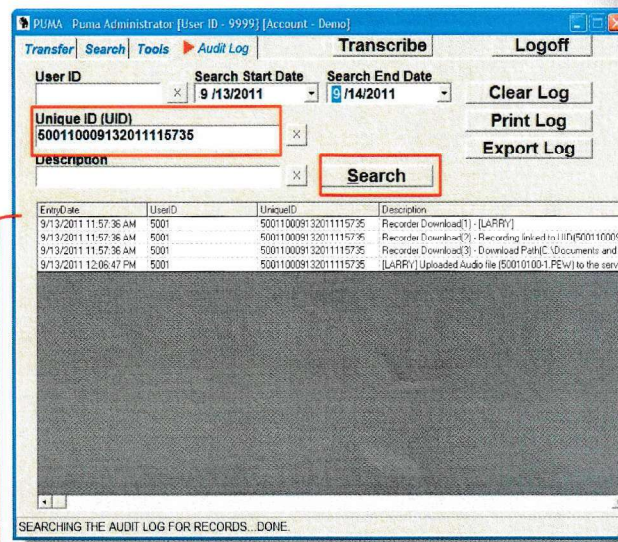
EntryDate	UserID	UniqueID	Description
9/13/2011 11:56:24 AM	5001		User Logged into the Puma system.
9/13/2011 11:57:14 AM	5001		User Logged out of the Puma system.
9/13/2011 11:57:36 AM	5001		User Logged into the Puma system.
9/13/2011 11:57:36 AM	5001	5001970913201115735	Recorder Download(1) - [LARRY]
9/13/2011 11:57:36 AM	5001	5001970913201115735	Recorder Download(2) - Recording linked to UID(5001970
9/13/2011 11:57:36 AM	5001	5001970913201115735	Recorder Download(3) - Download Path(C:\Documents an
9/13/2011 11:57:36 AM	5001	5001980913201115735	Recorder Download(1) - [LARRY]
9/13/2011 11:57:36 AM	5001	5001980913201115735	Recorder Download(2) - Recording linked to UID(5001980
9/13/2011 11:57:36 AM	5001	5001980913201115735	Recorder Download(3) - Download Path(C:\Documents an
9/13/2011 11:57:36 AM	5001	5001980913201115735	Recorder Download(1) - [LARRY]
9/13/2011 11:57:36 AM	5001	50011000913201115735	Recorder Download(1) - [LARRY]
9/13/2011 11:57:36 AM	5001	50011000913201115735	Recorder Download(2) - Recording linked to UID(500110009
9/13/2011 11:57:36 AM	5001	50011000913201115735	Recorder Download(3) - Download Path(C:\Documents and S
9/13/2011 11:57:36 AM	5001	50011010913201115735	Recorder Download(1) - [LARRY]
9/13/2011 11:57:36 AM	5001	50011010913201115735	Recorder Download(2) - Recording linked to UID(500110109
9/13/2011 11:57:36 AM	5001	50011010913201115735	Recorder Download(3) - Download Path(C:\Documents and S
9/13/2011 12:06:21 PM	5001	5001980913201115735	Recorder Download(1) - [LARRY]
9/13/2011 12:06:47 PM	5001	5001970913201115735	Recorder Download(1) - [LARRY]
9/13/2011 12:06:47 PM	5001	50011000913201115735	Recorder Download(2) - Recording linked to UID(500110009
9/13/2011 12:06:47 PM	5001	50011000913201115735	Recorder Download(3) - Download Path(C:\Documents and S
9/13/2011 12:09:51 PM	5001	5001980913201115735	Recorder Download(1) - [LARRY]
9/13/2011 12:09:51 PM	5001	50011000913201115735	Recorder Download(2) - Recording linked to UID(500110009
9/13/2011 12:09:51 PM	5001	50011000913201115735	Recorder Download(3) - Download Path(C:\Documents and S



Admin – Audit Log

Search by Unique ID

- Double click on desired Unique ID from the results display
- Select 'Copy UID to search text field'
- Clear User ID
- Enter Start / End dates
- Click 'Search'
- Results are displayed



The screenshot shows the 'Audit Log' window in the PUMA Administrator application. The 'User ID' field is empty. The 'Search Start Date' is '9/13/2011' and the 'Search End Date' is '9/14/2011'. The 'Unique ID (UID)' field is populated with '50011000913201115735'. The 'Search' button is highlighted with a red box. Below the search fields is a table of audit log entries. A calendar for September 2011 is visible, with the 14th highlighted as 'Today: 9/14/2011'.

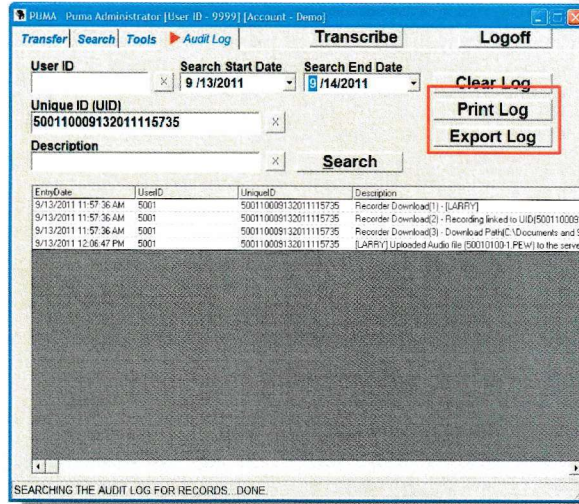
EntryDate	UserID	UniqueID	Description
9/13/2011 11:57:36 AM	5001	50011000913201115735	Recorder Download(1) - [LARRY]
9/13/2011 11:57:36 AM	5001	50011000913201115735	Recorder Download(2) - Recording linked to UID(500110009
9/13/2011 11:57:36 AM	5001	50011000913201115735	Recorder Download(3) - Download Path(C:\Documents and S
9/13/2011 12:06:47 PM	5001	50011000913201115735	[LARRY] Uploaded audio file (500110001.PEW) to the server



Admin – Print or Export Log

Select desired option

- Print Log
- Export Log



**"PREPARING YOU TODAY FOR
TOMORROWS CHALLENGES"**





PUMA

A DIVISION OF VERSATILE INFORMATION PRODUCTS, INC.

DIGITAL RECORDERS AND SOFTWARE
FOR LAW ENFORCEMENT

January 1, 2018

To Whom It May Concern:

Versatile Information Products, Inc. located at 3630 Park Sierra Drive in Riverside California is the Sole Developer, Distributor, and Support Line for the PUMA Evidence Management Software Solution. In addition, Versatile Information Products, Inc. is the Sole Source Distributor for the PUMA-5 Digital Audio Recorder for Law Enforcement.

If you have any questions do not hesitate to contact me.

Thank you,

Joshua M. Shepard
General Manager
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**LETTER OF EXCLUSIVITY
SPEECH PROCESSING SOLUTIONS GmbH AND VERSATILE INFORMATION
PRODUCTS, INC
PUMA-5 PRODUCT**

To whom it may concern,

Please accept this letter as formal documentation that Versatile Information Products, Inc (VIP) has exclusive rights for sales and distribution for the PUMA-5, as manufactured by Speech Processing Solutions, GmbH (SPS).

PUMA-5, also referred to as DPM6005/00, was designed to meet specification provided by VIP, and will only be manufactured for VIP exclusively.

Reid M. Wolfe 01/12/2018
Reid M. Wolfe
Vice President and Director of Sales – North America
Speech Processing Solutions



Interoffice Memo

DATE: July 31, 2018
 FROM: Sarkis Ohannessian
 Information Services Division
 TO: Robert O'Brine, Captain
 Sheriff's Bureau of Administration

PHONE: (909) 387-3534
 FAX:
 FAX: (909) 387-3444

SUBJECT: REQUEST FOR PURCHASES IN SAP

PERSON BUREAU OF ADMINISTRATION SHOULD CONTACT WITH QUESTIONS OR ADDITIONAL INFORMATION

NAME: Jenny Anderson PHONE: (909) 387-3517

ITEM AND QUANTITY REQUESTED:
100- PUMA 5 Digital Audio Recorders & Required Accessories

JUSTIFICATION FOR ITEM REQUESTED:
**Needed for upcoming Academy graduates - Sgt. Joe Janowicz
 WO264904**

SAP Vendor Code: **10007543** SAP G/L Code: **52002130** SAP Center Code: **4431561000**

THREE BIDS ARE **REQUIRED** FOR ALL REQUESTS OVER \$500. ANY REQUEST OVER \$500 THAT **DOES NOT INCLUDE** THREE BIDS WILL BE RETURNED WITH NO ACTION TAKEN TO THE STATION/DIVISION.

**Exception: Using Sole Source Vendor. (Please see below.)*
 BIDS: PREFERRED VENDOR SHOULD BE LISTED ON LINE #1 BELOW.

	UNIT PRICE	OVERALL COST INCLUDING TAX
#1 <u>VERSATILE INFORMATION PRODUCTS</u>	\$ <u>399.99</u>	\$ <u>39,948.92</u>
#2 _____	\$ _____	\$ _____
#3 _____	\$ _____	\$ _____

IF YOU ARE USING A SOLE SOURCE VENDOR, YOU MUST JUSTIFY THE REASON FOR DOING SO (i.e., only vendor providing this item or service; only vendor providing needed specs – INCLUDE NAME OF OTHER VENDOR(S) CONSULTED). If your justification does not fall within these boundaries, you must provide three (3) bids. Please keep your bids on file for Purchasing Department scrutiny.

*JUSTIFICATION FOR SINGLE SOURCE VENDOR (REQUIRED FOR SOLE SOURCE PURCHASE): **Proprietary Hardware**

Jenny Anderson Jenny Anderson
 COMMANDER'S SIGNATURE & NAME (or AUTHORIZING SIGNATURE & NAME)

7/31/18
 DATE

 BUREAU OF ADMINISTRATION SIGNATURE

 DATE

SUBMIT THIS REQUEST TO THE BUREAU OF ADMINISTRATION FOR APPROVAL AND FURTHER PROCESSING. YOU WILL BE NOTIFIED OF THE DISPOSITION OF THIS REQUEST.