

HA2 Hybrid Audio Kit
with the Focusrite 4i4
OPERATION GUIDE



About This Manual

This manual covers the installation and usage of the SoniClear Hybrid 4 Audio Kit, based on the Focusrite 4i4. This kit is designed for use with all SoniClear digital recording software products.

Revision Date: 12/11/21
Printed in the United States.

Based on Focusrite Presets file: HA2Kit_Focusrite_4i4_RevD.ff

© Copyright 2021 Trio Systems LLC

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher.

SoniClear is a registered trademark of Trio Systems LLC. Meeting Recorder, Gov Recorder, Interview Recorder, Court Recorder, and Transcriber Live are trademarks of Trio Systems LLC.

Focusrite 4i4 is a trademark or registered trademark of Focusrite Audio Engineering Limited in England, USA and/or other countries.

All other trademarks are the property of their respective owners.

Contents

HA2 Operation.....	5
Overview.....	5
Using Microphones.....	6
Adjusting Windows App Playback Volume.....	6
Adjusting Remote Participant Volume.....	6
Listening using Headphones.....	7
Listening using Speakers.....	8
Using a Backup Recorder.....	8
Playback from Windows Software.....	8
Additional Usage Notes.....	8
Resetting All Controls.....	9
Focusrite 4i4 Loopback Kit Installation.....	11
Hardware Installation.....	11
Overview.....	11
USB Interface.....	11
Power Connection.....	11
Microphone Connections.....	11
Speaker Connection.....	12
Backup Recorder Connection.....	12
Hardware Loopback Connections.....	12
Focusrite 4i4 Software Installation.....	18
Drivers.....	18
Loading Presets.....	18
Saving Presets.....	20
Focusrite 4i4 Manual Configuration.....	21
Overview.....	21
How to Open Focusrite Control Panels.....	21
Mixer Settings.....	22
Monitor Outputs 1-2.....	23
Analogue Outputs 3-4.....	24
Loopback.....	25
Hardware Input Settings.....	26
Additional Settings.....	27
Focusrite Driver Settings.....	28
Streaming Settings.....	28

Expose Windows Channels.....	29
Windows Sound Settings	30
Default Playback Device.....	30
Default Recording Device.....	31
SoniClear Software Preferences.....	32
Overview	32
Recording Options Tab - Sound Quality.....	32
Hardware Tab – Audio Device Selection.....	34
Transcriber Live Software Preferences.....	38
Hardware Tab – Audio Device Selection.....	39
Playback Device Selection.....	39
Zoom Conferencing Software Configuration.....	40
GoToMeeting Conferencing Software Configuration	41
Teams Conferencing Software Configuration	42
WebEx Conferencing Software Configuration	43
Other Communication Software Configuration	44
Windows App Software Playback Configuration	44

HA2 Operation

Overview

The SoniClear HA2 Hybrid Audio Kit uses the Focusrite 4i4 USB audio interface to make it easy to record in-person meetings, computer-based teleconferences, and hybrid meetings with high audio quality. It will work with any conferencing software, such as Zoom, Cisco WebEx, or Microsoft Teams. It also works with softphone programs, such as 8x8 Work, Vonage, and Avaya.

The kit can be customized to include the following components

- Focusrite 4i4 USB audio interface and cables kit
- 1 or 2 microphones
- Headphones or speaker
- Backup recorder

The Focusrite 4i4 must be installed correctly before use. See the section below, “Focusrite 4i4 Loopback Kit Installation”. After installation, the Focusrite driver and control software will be ready to use when the computer is started, making it immediately ready for teleconferencing and for recording in SoniClear.



Using Microphones

When working in-person, plug in one or two microphones and locate them in the meeting room to pick up all the participants. When working remotely, use one microphone and place it close to where you are sitting without being in the way of your work.

The Samson C02 microphone option has a very directional pickup pattern, so it does not need to be right in front of your mouth. You will be heard clearly without needing to lean into the microphone. The Audio Technica Pro44 microphone has a broad pickup from in front of the microphone, with rejection behind. It is suitable for recording several people sitting at a desk, or on one side of a conference table. Other microphone options are available as well.

Microphone levels are adjusted using the “GAIN” knobs on the front of the Focusrite 4i4: If the participants in the teleconference have trouble hearing you because the volume is too low or too high, the microphone level can be adjusted using these knobs.

A typical microphone and participant will require the level to be set between 12 and 3 O’clock on the GAIN knob. When there is a signal, the light around the knob will light up green. When the signal is too high, the light will turn to red. The best recording will be achieved when the ring lights up green and sometimes yellow (but not red), when participants are speaking at a normal level.

When no microphone is connected, the GAIN should be set to minimum (fully counterclockwise).

Note that when the gain on the 4i4 has been turned all the way down, it does not mute the sound entirely. To have complete silence on a channel, it is necessary to add a external XLR microphone mute switch, such as the inexpensive Hosa GMS-274 in-line switch.

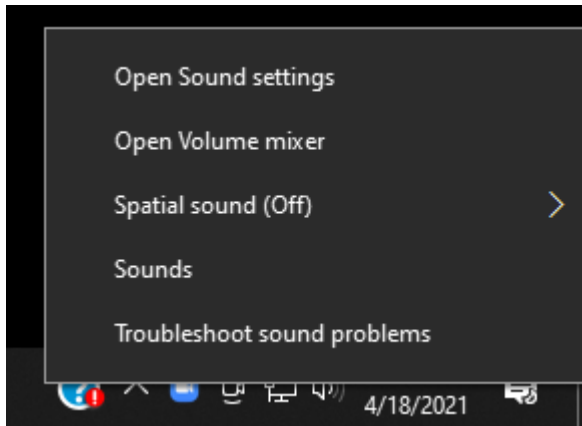
Adjusting Windows App Playback Volume

There are no controls on the Focusrite 4i4 for adjusting the playback level of Windows apps. You can adjust the volume for playback using the speaker control in the in the application involved, the speaker volume control for Windows.

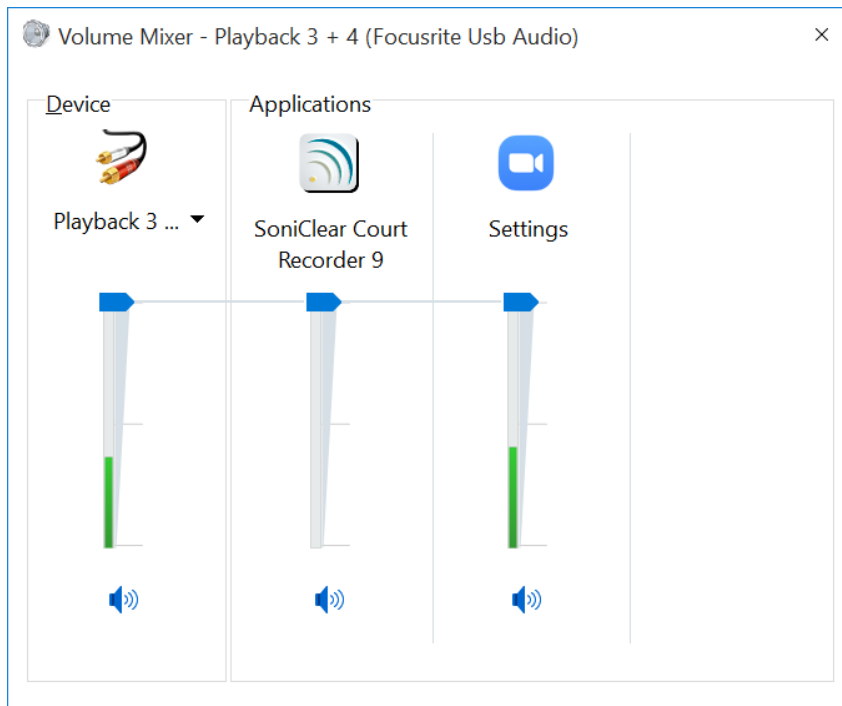
Adjusting Remote Participant Volume

There are no controls on the Focusrite 4i4 for adjusting the playback level of remote callers on Zoom or softphones. To adjust the volume of playback or remote callers, use the speaker control in the in the conferencing software (such as Zoom), or use the Windows Volume Mixer control panel using the following instructions.

Right click on the Speaker icon in the lower right corner of the screen (next to the Time and Date):



Then left click on Open Volume Mixer to display the mixer that controls playback levels:



Select the Device “Playback 3 + 4” and use the Volume Mixer sliders to adjust levels of the remoted participants as needed.

Listening using Headphones

There is a headphone jack on the front of the 4i4 interface for listening to participants and monitoring audio from SoniClear. Plug the monitor headphone into the Headphone jack. A ¼” to 3.5mm adapter is

included for headphones that use a 3.5mm plug. Adjust the headphone loudness using the level knob above the jack.

Listening using Speakers

If you want to listen to remote participants without headphones, a speaker can be attached to the Focusrite. The large “MONITOR” knob is provided for controlling the level of the speaker.

Using a Backup Recorder

You can use a backup recorder placed in front of the monitor speaker so that it picks up the local and remote participants from the built-in recorder microphone. This will result in lower audio quality than a direct connection (including room noises and typing), but it is simpler to set up and monitor, since you hear in the room will be captured on the backup.

You can also use a backup recorder that has a Line-In input. It can be connected using the included Y adapter to split the headphone output between the headphone and the backup recorder. The mix on the headphone output includes both microphones, the audio from the online participants, any readback or audio playback heard by the online participants, and any monitoring heard only on the headphones.

To set up a backup recorder with a direct connection, follow these steps:

- Plug in the included ¼” to 3.5mm headphone adapter.
- Connect the Y cable and then connect the headphone to the Y cable.
- Connect a 3.5mm to 3.5mm stereo cable to the second Y cable jack, and plug other end into the backup recorder Line-In jack.
- Set the volume for the headphone to the desired level.
- Adjust the backup recorder input to get the correct recording level.
- Check the audio quality being captured by the backup recorder after setting it up, to ensure a good backup.

Playback from Windows Software

You can play audio from any Windows program for remote participants to hear. For example, presentations that contain video can play back directly into the conference feed.

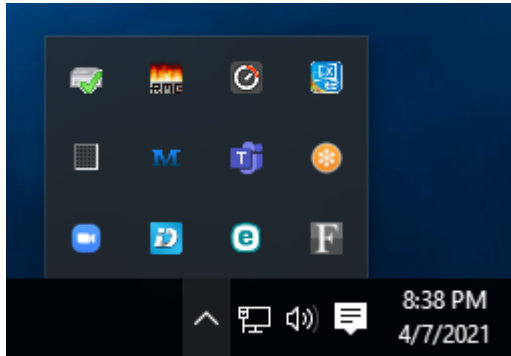
Additional Usage Notes


1. The INST, AIR, and PAD lights should be off. If they appear lit on the front panel, the settings must be changed in the Focusrite control panel. See the section “Resetting All Control” below for instructions.
2. The button marked “48V” near the microphone jacks should always be on (illuminated red). Turning off the 48-volt phantom power will result in the microphone audio turning off.
3. Any type of monitoring headphone that you prefer can be used for listening to the Focusrite.

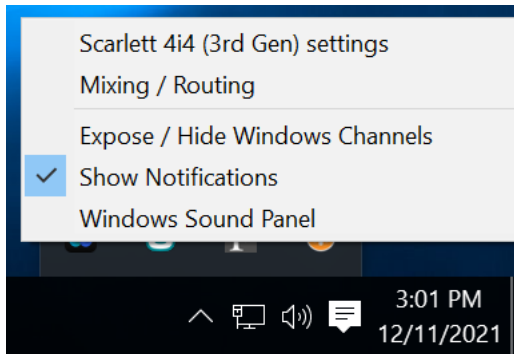
Resetting All Controls

If any of the required Focusrite 4i4 settings are accidentally changed, the default settings can be restored with the following steps:

Left click on in the “Windows System Tray”. This is the little up-arrow icon in the lower right corner of the computer screen (next to the Time and Date):

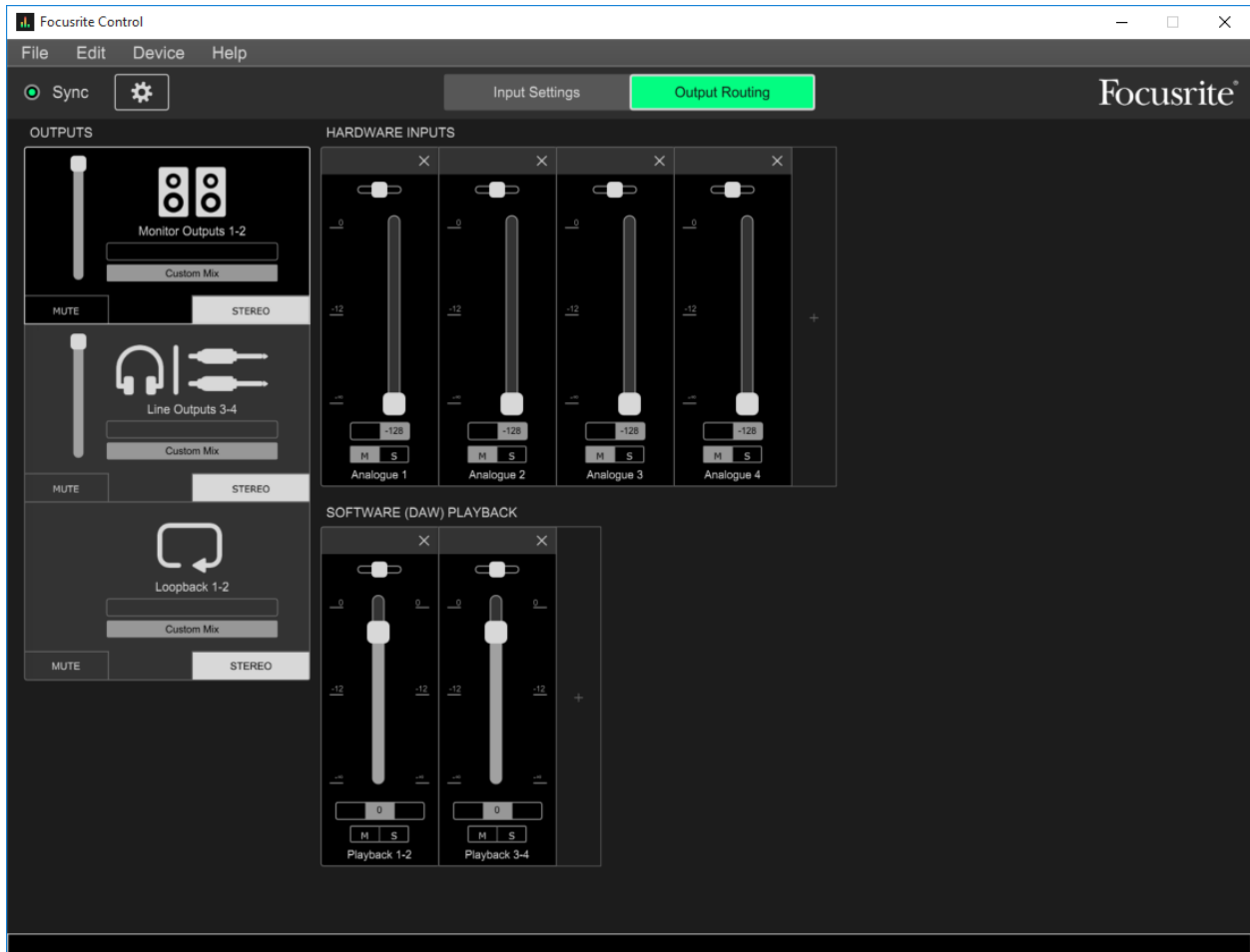


Then left click on the Focusrite control icon :



This will display the list of options for controlling the Focusrite interface.

Select “Mixing / Routing” to display the Focusrite control panel:



Click on the File pulldown menu and select “Load Snapshot” to open the preset selection dialog. Select the file HA2Kit_Focusrite_4i4_RevD.ff (or preset file saved specifically for your preferred configuration). This may be stored in the SoniClear program directory (C:\Program Files (x86)\SoniClear97) or some other location where it has been saved when setting up the HA2 kit.

Focusrite 4i4 Loopback Kit Installation

Hardware Installation

Overview

The Focusrite 4i4 Loopback Kit includes the parts needed for recording Windows communication software, such as a Zoom online conference, or VOIP (“softphone”) call. Included in the kit are:

- Focusrite 4i4 USB audio interface mixer (2 microphone channels)
- Short ¼” TRS audio loopback cables (2)
- Speaker Y cable, ¼” TRS to 3.5mm mini stereo jack (Hosa Y-MFS-2SP)
- Headphone adapter, 3.5mm to ¼” stereo plug
- Headphone Y adapter for connecting backup recorder

Options:

- Samson C02 microphone and desk stand
- Audio Technica Pro44 conference style microphone
- Noise Cancelling Headset with Rode VXL R+ Adapter
- Fostex Powered Speaker for medium-sized rooms

USB Interface

The Focusrite 4i4 interface requires a USB 3.0 connection on the computer using the included USB C to USB A cable. The 4i4 should only be connected directly to a port on the computer, a manufacturer supplied docking station, or a SoniClear approved USB Hub. Connecting it to a generic USB hub may result in unreliable operation. If the computer has a USB C port, a user supplied USB C to USB C cable can be used instead of the USB C to USB A cable.

Power Connection

The Focusrite 4i4 is powered from the USB connection.

Microphone Connections

The HA2 Hybrid Kit can be configured with one or two microphones, or with a noise cancelling headset.

Connect at least one microphone or a headset to the 4i4 microphone input. This microphone or headset is used to record the local participant in the SoniClear software and is also used as the microphone for the

online conferencing software, such as Zoom.

Any professional microphone with an XLR connector can be used with the 4i4.

Speaker Connection

A speaker can be plugged into Monitor outputs (Outputs 1-2) on the back of the 4i4, using the supplied Y cable. The Y cable plugs into the ¼” TRS “Line Outputs 1 and 2 jacks on the back of the 4i4.

Backup Recorder Connection

A user-supplied backup recorder can be connected to the Headphone jack through a 3.5mm Y cable included in the kit. The recorder must have an input for line-in audio. For recorders with a 3.5mm line-in input, connect a 3.5mm cable to it from the second Y cable jack. If the recorder uses an XLR or ¼” TRS type of line-in input, a user-supplied adapter or cable will need to connect from the headphone jack to the recorder.

Hardware Loopback Connections

An audio loopback circuit is set up using ¼” TRS cables. The microphones, readback audio, and playback audio, are sent to the headphones and SoniClear for recording from the Line Inputs on the back of the 4i4.

Connect the two analog ¼” TRS cables on the back of the 4i4 interface:

- Line Output 3 to the Line Input 3
- Line Output 4 and the Line Input 4





Loopback Cables



Close up of 1/4" TRS Loopback Cables



Close up of XLR Microphone and Headphone Connection



Close up of Noise Cancelling Headset Kit Option

Focusrite 4i4 Software Installation

Drivers

The Focusrite 4i4 requires manual installation of product-specific Windows drivers. This provides custom control panel software for configuring the device. As of the last update to this manual, the download link for the driver installer was:

https://customer.focusrite.com/en/support/downloads?brand=Focusrite&product_by_type=1363&download_type=all

Only install software downloaded from the official Focusrite website. Do not install software from a third-party service.

The currently available driver does not provide any method to automatically update the driver or scan for updates. It is recommended that you periodically check the Focusrite support site to see if any updates have been made to the software.

Loading Presets

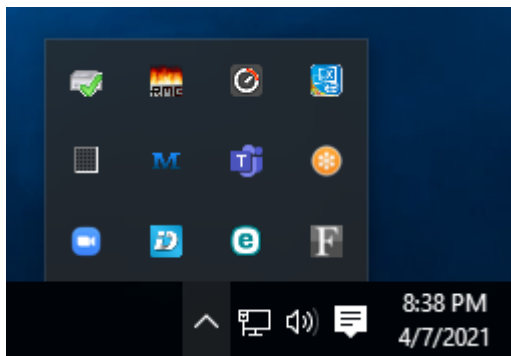
The Focusrite 4i4 requires configuration for compatibility with SoniClear. A default set of presets for use with SoniClear may be located in the SoniClear program directory (C:\Program Files (x86)\SoniClear97). If the presets are not available in the program directory, they can be downloaded from the SoniClear website:

<https://download.soniclear.com/ha2/>

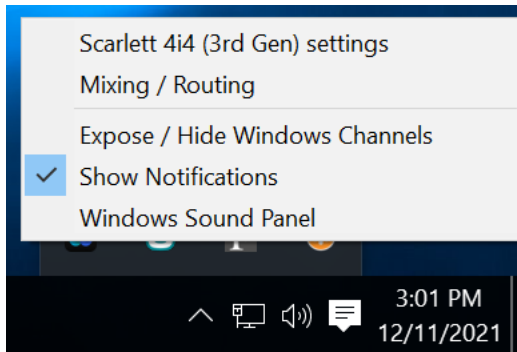
(HA2Kit_Focusrite_4i4_RevD.ff)

After downloading and extracting the presets file, load those presets into the Focusrite 4i4 using the following steps.

Left click on in the “Windows System Tray”. This is the little up-arrow icon in the lower right corner of the computer screen:

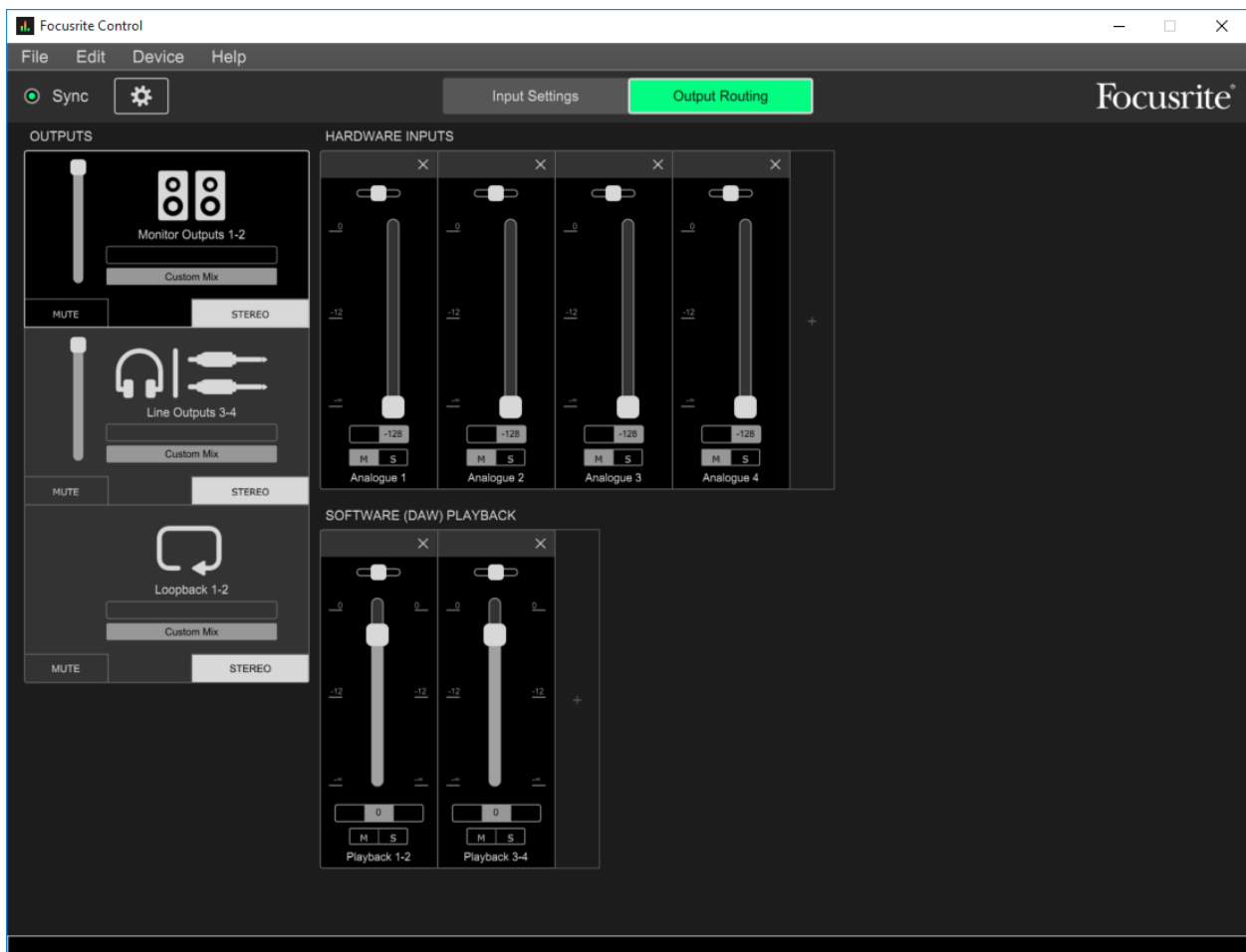


Then left click on the Focusrite control icon :



This will display the list of options for controlling the Focusrite 4i4.

Select “Mixing / Routing” to display the Focusrite control panel:



Click on the File pulldown menu and select “Load Snapshot” to open the preset selection dialog. Select the file HA2Kit_Focusrite_4i4_RevD.ff (or preset file saved specifically for your preferred configuration). This will usually be stored in the SoniClear program directory, C:\Program Files (x86)\SoniClear97, or a location where it has been saved.

Saving Presets

After loading the presets, adjust the microphone and headphone levels to work optimally with the microphones and teleconference software. Then save these customized settings in a custom preset file for future use. It is important to save these customized presets so that the SoniClear user can restore the correct settings, in case they press one of the setting buttons by accident.

Select File/Save Snapshot from the pulldown menu in the control panel. It is recommended to save the presets file in the SoniClear Program directory (usually C:\Program Files (x86)\SoniClear97) to make it easier to find.

Focusrite 4i4 Manual Configuration

The loopback mixer is configured properly after the supplied presets have been loaded, following the instructions above. To manually configure the settings without the presets, open the Focusrite 4i4 Mixing / Routing control panel and then follow the instructions provided in this section of the Operation Guide.

Overview

The goal is to make it possible to use one setup for three applications:

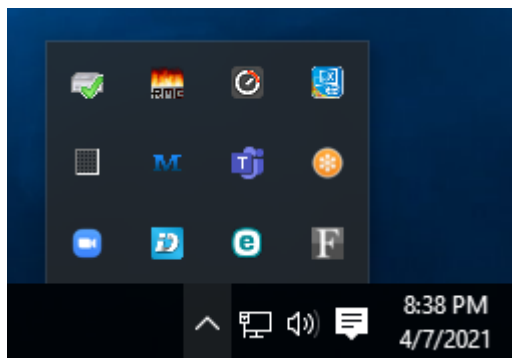
- In-Person Meetings
- Remote Meetings
- Hybrid Meetings

This requires the ability to capture audio from microphones in the room, and from any computer-based conferencing software. It is also necessary to be able to play back recorded audio to the participants (local and remote) and to play audio from other Windows applications.

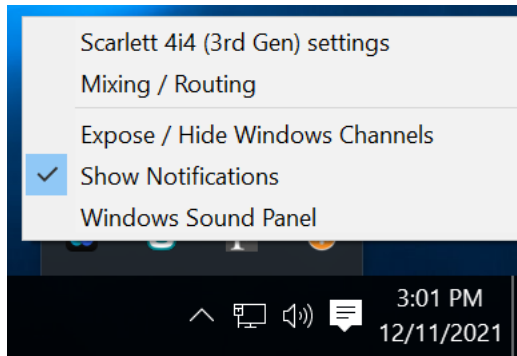
To accomplish this, the Focusrite 4i4 is set up to use the built-in loopback audio channel for recording a mix of the local microphone(s) and the remote participants. It also requires using a hardware audio loopback (through cables) to send a “mix minus” version of the audio to the online conference software. This excludes the output of the conferencing software to prevent echo or feedback.

How to Open Focusrite Control Panels

Left click on in the “Windows System Tray”. This is the little up-arrow icon in the lower right corner of the computer screen (next to the Time and Date):



Then left click on the Focusrite control icon :



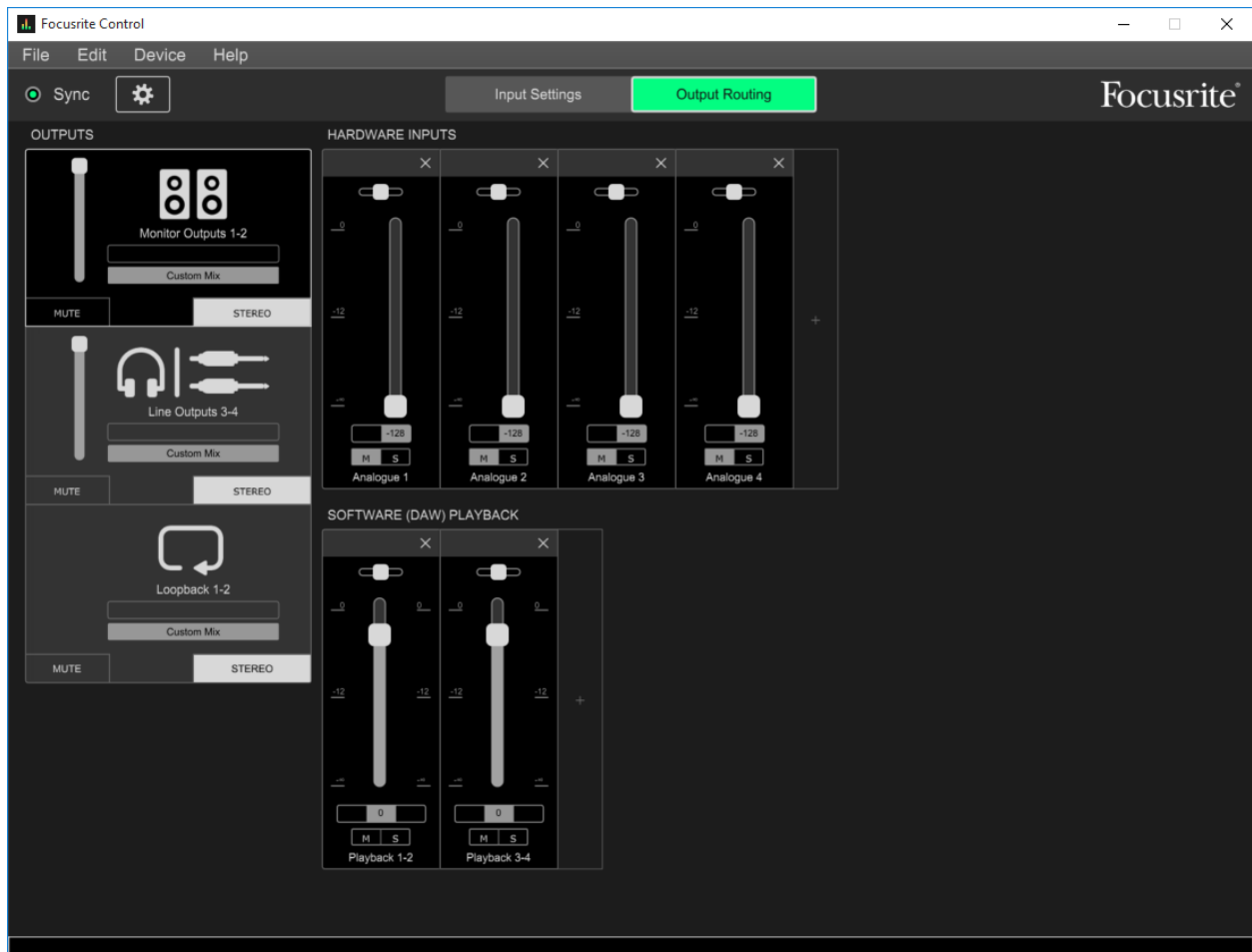
This will display the list of options for controlling the Focusrite interface, which are explained in the following instructions.

Mixer Settings

Open the Focusrite 4i4 Mixer control panel from the Focusrite menu in the Windows System Tray by selecting the “Mixing / Routing” control panel. There are three mixers to configure:

- Monitor Output 1-2 To speakers for monitoring or local participants
- Analogue Outputs 3-4 Stereo Mix of all channels for headphones, recording and backup
- Loopback Mix Minus loopback to conference software

Monitor Outputs 1-2



The Monitor Outputs 1-2 mix is sent to the Line-Out 1-2 jacks on the back of the 4i4 unit. This is the signal that can be connected to speakers. The microphone inputs must be excluded from this mix, with just computer playback being sent to the speaker output.

Mic 1-2	Mute
Line-In 3-4 (Stereo Mix for Recording and Monitoring)	Mute
Playback 1-2 (SoniClear and Windows App Playback)	On
Playback 3-4 (Conference Call Participants Audio)	On

Mute Button	OFF
Stereo Button	ON

Mix Output Volume set to maximum (“0” at top of slider).

Analogue Outputs 3-4



This mix contains all the audio being recorded in SoniClear. The Analogue 3-4 mix is sent to the Line-Out 3-4 jacks. The signal from these outputs are physically connected back to the 4i4 using the Analogue 3-4 inputs. This creates, in effect, a hardware loopback of the audio, making the signal available for recording in SoniClear, monitoring, and backup recording.

Mic 1-2	On
Line-In 3-4 (Stereo Mix for Recording and Monitoring)	Mute
Playback 1-2 (SoniClear and Windows App Playback)	On
Playback 3-4 (Conference Call Participants Audio)	On

Mute Button	OFF
Stereo Button	ON

Loopback

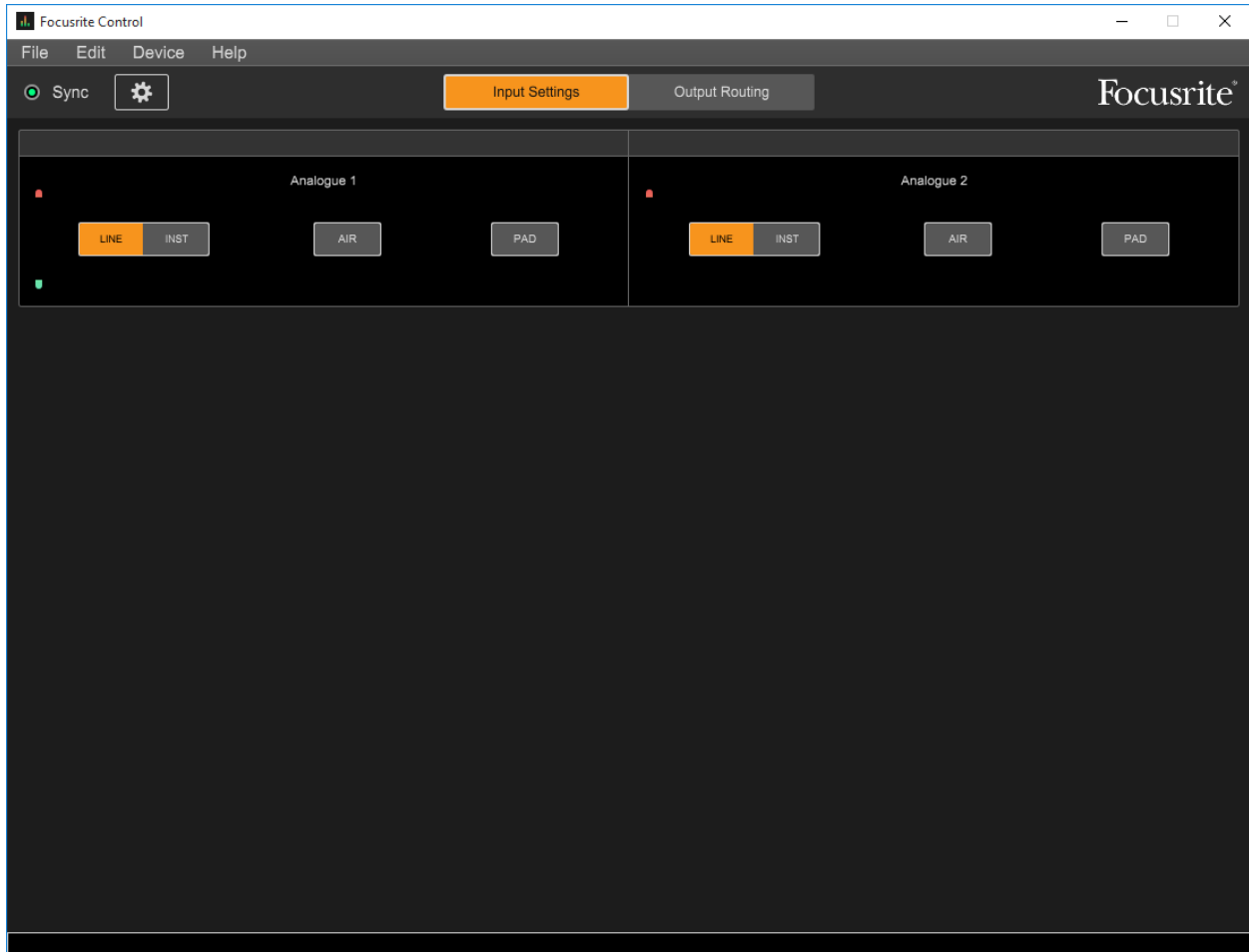


The Loopback mix is an internal, software-based loopback channel that provides the “Mix-Minus” signal of the audio to be sent to the remote participants.

Mic 1-2	On
Line-In 3-4 (Stereo Mix for Recording and Monitoring)	Mute
Playback 1-2 (SoniClear and Windows App Playback)	On
Playback 3-4 (Conference Call Participants Audio)	Mute

Mute Button	OFF
Stereo Button	ON

Hardware Input Settings

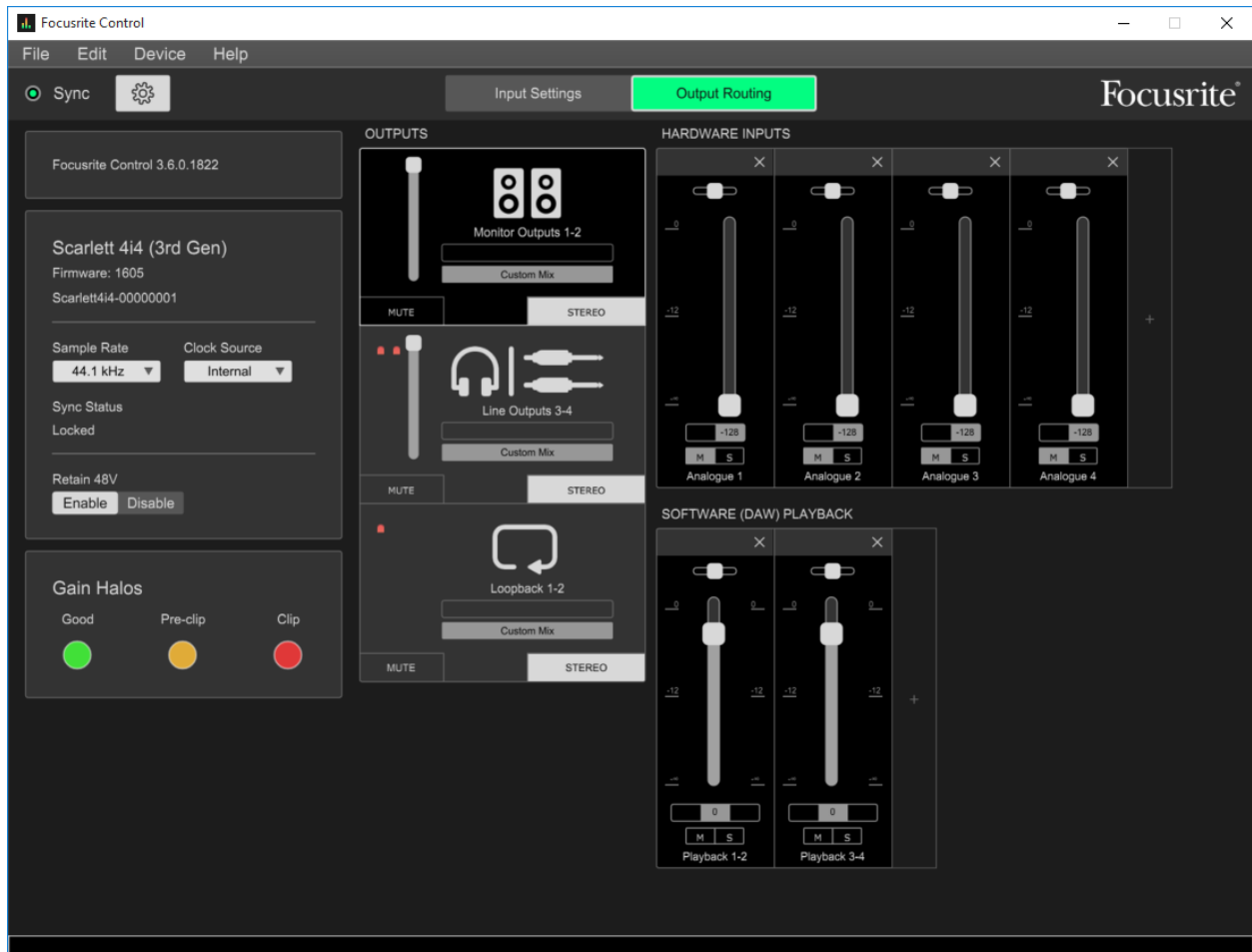


While in the Focusrite Mixing / Routing Control panel, click on the Input Settings button (in the top middle of the panel). This will open the hardware settings buttons to adjust the input signal hardware behavior. Set these as follows:

Analogue 1 and 2

Line - On
Air - Off
Pad - Off

Additional Settings



While in the Focusrite Mixing / Routing Control panel, click on the Settings gear button (at the top left of the control panel). This will display several additional driver hardware controls.

Set these control options as follows:

Sample Rate = 44.1 kHz

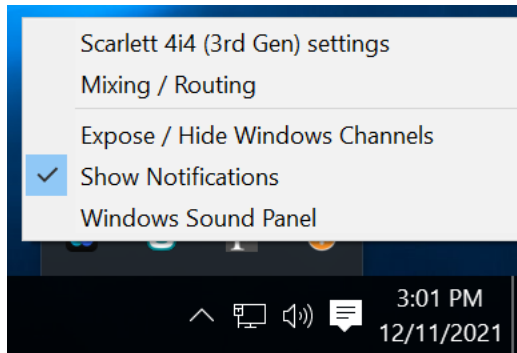
Internal Clock

Retain 48V = Enable

Focusrite Driver Settings

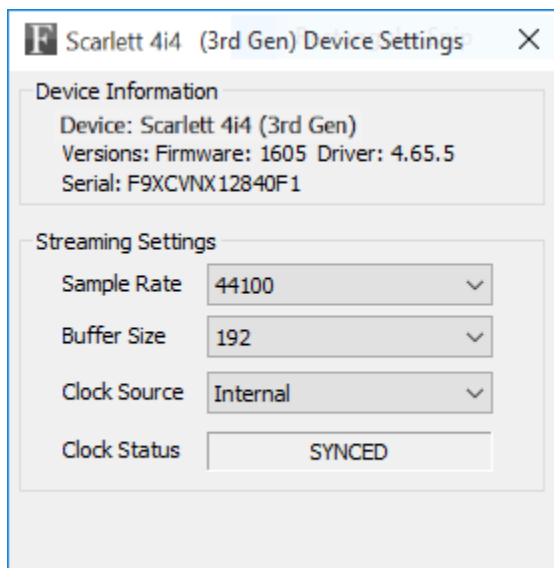
In addition to the mixer settings, the driver settings must be configured from the Focusrite control panels. Access the control panels by clicking on the system tray up-arrow icon, then left click on the Focusrite

icon :



Streaming Settings

Select the “Scarlett 4i4 (3rd Gen) settings” option from the Focusrite control icon in the system tray. This will display the Streaming Settings control panel:

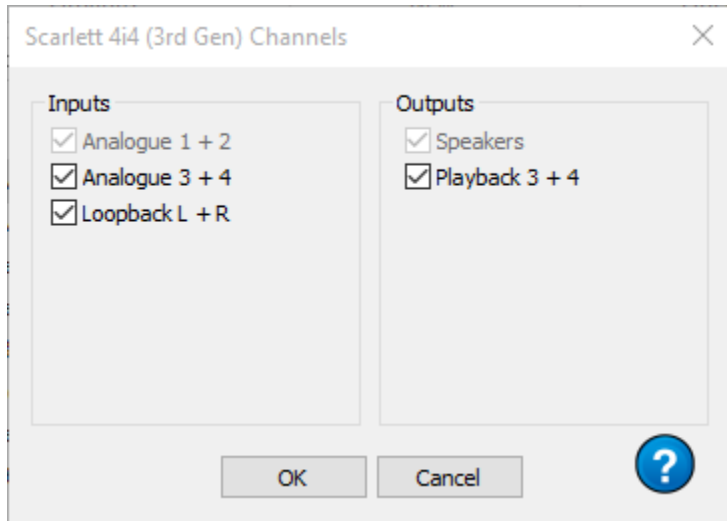


Set the following values:

Sample Rate	44100
Buffer Size	192
Clock Source	Internal

Expose Windows Channels

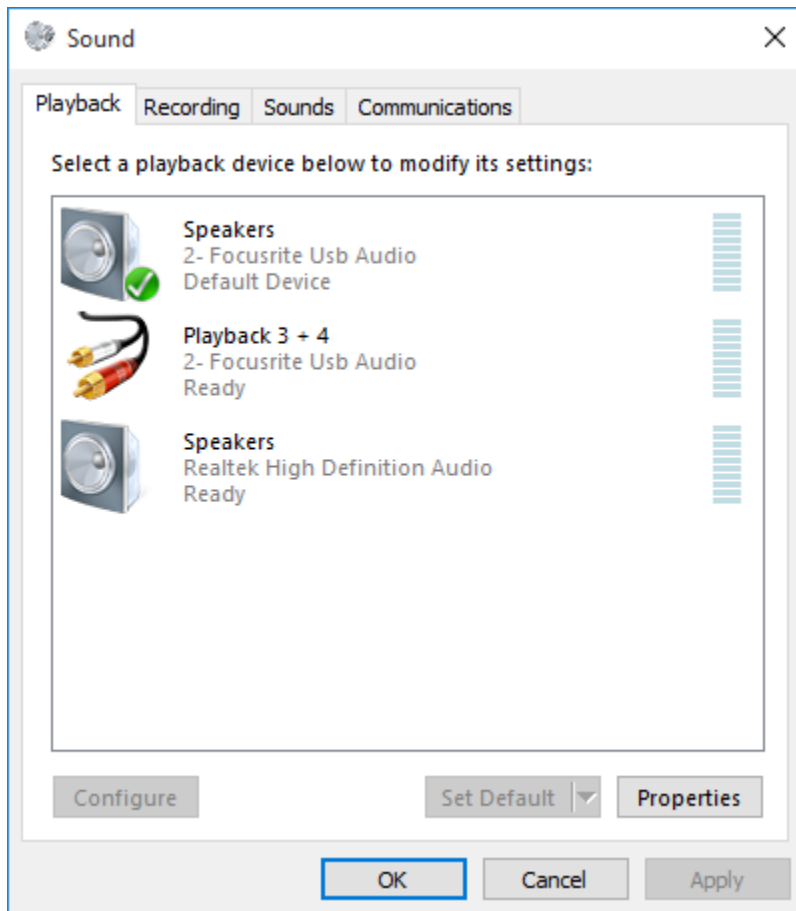
Select the “Expose / Hide Windows Channels” option from the Focusrite control icon in the system tray. This will display the Windows driver channels control panel. Enable (check) all inputs and outputs shown.



Windows Sound Settings

Default Playback Device

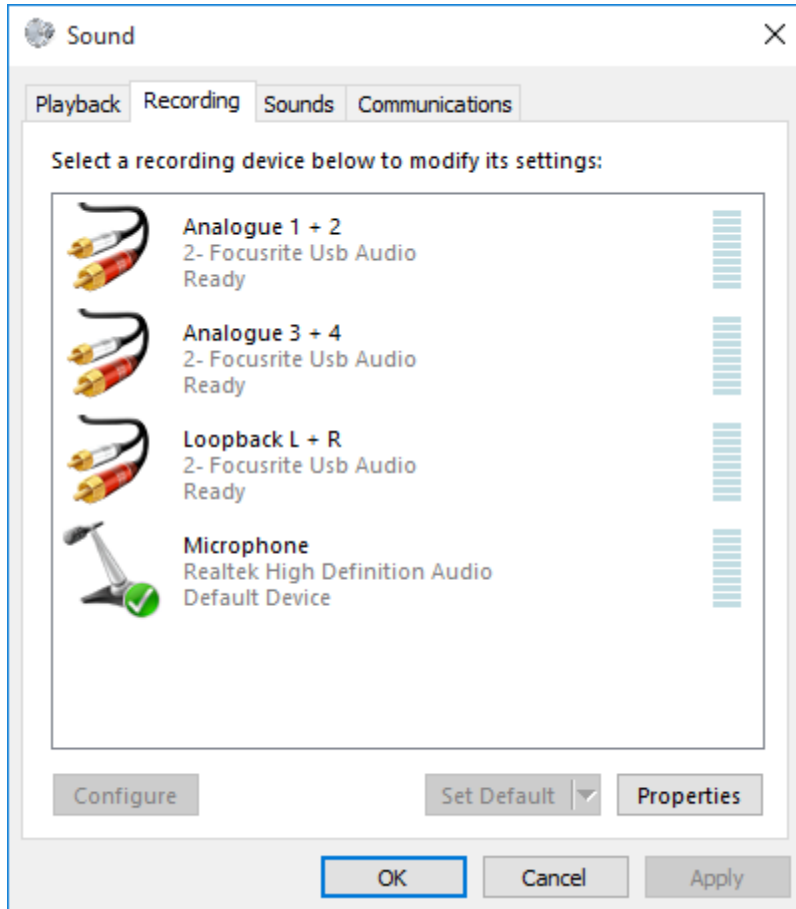
Select the “Windows Sound Panel” option from the Focusrite control icon in the system tray. This will display the Windows Playback settings control panel:



Set the Focusrite 4i4 Playback 1-2 audio to be the default playback device for Windows by selecting the Focusrite Usb Audio device and click the Set Default button.

Default Recording Device

Set the Windows Sound Recording defaults by clicking on the Recording tab of the Sound panel:



Set the internal microphone device as the default recording device for Windows programs by clicking on that driver and then clicking the Set Default button.

SoniClear Software Preferences

Overview

The SoniClear software preferences must be configured to work with the Focusrite 4i4 interface. To do this, start SoniClear and select Edit/Preferences from the pulldown menu.

The recordings created with this configuration will have the following channels:

SoniClear Channel	Audio Recorded on Channel
Stereo Mix	Microphones 1 - 2
	Remote Conference or Softphone Participants
	SoniClear Readback Audio
	Windows Program Playback
Left	Microphone 1
	Remote Conference - Left
	SoniClear Playback Audio - Left
	Windows Program Playback - Left
Right	Microphone 2
	Remote Conference - Right
	SoniClear Playback Audio - Right
	Windows Program Playback – Right
1	Microphone 1
2	Microphone 2

Recording Options Tab - Sound Quality

In the Recording Options preferences tab, set the recording format. For Meeting Recorder 9 select Meeting (Stereo WAV). For All other SoniClear products, select Multichannel (MP3) and set the channels selector to 4 channels.

Preferences - HA2

Files | Recording Options | Hardware | Markers | Options | Foot Pedal | License | Cloud

Sound Quality

Multichannel(WAV) Multichannel(MP3) 4

VoiceBoost

Exporting VoiceBoost Options

Custom

Display Type: 2-Channel Set Defaults

Custom Name:

Always Confirm for Stop Recording Append Recording to End of File Enable Undo 2-Channel

OK Cancel

Hardware Tab – Audio Device Selection

Select the Hardware tab and modify the settings according to the following instructions.

Preferences - HA2

Files | Recording Options | **Hardware** | Markers | Options | Foot Pedal | License | Cloud

Recording Device Setup

Default Recording Device: Analogue 3 + 4 (Focusrite Us)

Input Source: Not user selectable

First Recording Array Device: Analogue 1 + 2 (Focusrite I) Edit

Removable Recording Device

Clear

Input Source:

Set Default Device as Removable

Use Removable Device If Present

Automatically Set Removable Device

Advanced Recording Options

Recording Priority: High

Disk Update Time: 5000 milliseconds

MMCSS

Force Recording at 44.1KHz.

Playback Device Setup

Default Speaker Device: Speakers (Focusrite Usb Audi)

Removable Playback Device

Clear

Set Default Device as Removable

Use Removable Device If Present

Automatically Set Removable Device

Enable Live Monitoring

Monitor Device: Speakers (Realtek High Definiti)

Advanced Playback Options

Monitor Delay: 3 secs.

Force Playback at 44.1KHz.

OK Cancel

Recording Device Setup

The Recording Device Selection side of the Hardware tab controls the usage of the sound cards in the computer during recording.

Default Recording Device

This is the sound card input for recording the stereo mix of all the participants. It should be set to “Analogue 3 + 4”. Note that the name may have an additional number included in that phrase. This indicates that the 4i4 interface has been plugged into more than one USB jack on the computer at some point in time.

Once the Default Recording Device field has been set, the 4i4 must be plugged into the same USB jack on the computer each time it is used.

First Recording Array Device

See below, “Recording Array Setup”.

Removable Recording Device

“Use Removable Device If Present” and “Automatically Set Removable Device” options should be unchecked.

Advanced Recording Options

These options control how recording is processed.

Recording Process Priority

Default value should be set to High or Automatic.

Disk Update Time

The default value should be set to 5000 milliseconds.

MMCSS

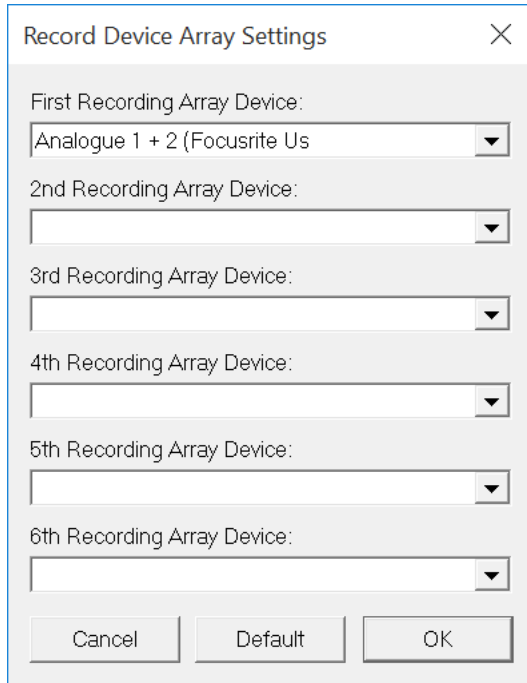
The value should be set to Checked.

Force Recording at 44.1KHz

The value should be set to Checked.

Recording Array Setup

Click on the Edit button next to the “First Recording Array Device” field to display the setup dialog for the individual microphone channels. This set of options controls how the individual inputs are recorded separately in SoniClear.



Record Device Array Settings

First Recording Array Device:
Analogue 1 + 2 (Focusrite Us)

2nd Recording Array Device:

3rd Recording Array Device:

4th Recording Array Device:

5th Recording Array Device:

6th Recording Array Device:

Cancel Default OK

Set each of the recording array devices to the corresponding stereo pair device in the 4i4. Only the first Recording Array Device is used for recording the two microphone independently:

1. Analogue 1 + 2 (Microphones 1 and 2)

Playback Device Selection

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback.

Default Speaker Device Selection

This is the sound card that will be used for playback to the participants in the room (through the speaker), and to the remote participants (through the conference software). It also sends the audio for playback to the headphones.

Set the Speaker Device Selection to “Focusrite Audio”.

Removable Recording Device

“Use Removable Device If Present” and “Automatically Set Removable Device” options should be unchecked.

Enable Live Monitoring

Live monitoring should be enabled and the headphone device set to the internal headphone device on the computer.

Advanced Playback Options

These options control how playback is processed. These fields should only be changed in the event of problems with playback using the default settings. Consult SoniClear support for assistance.

Monitor Delay

Monitor Delay should be set to the default of 3 seconds.

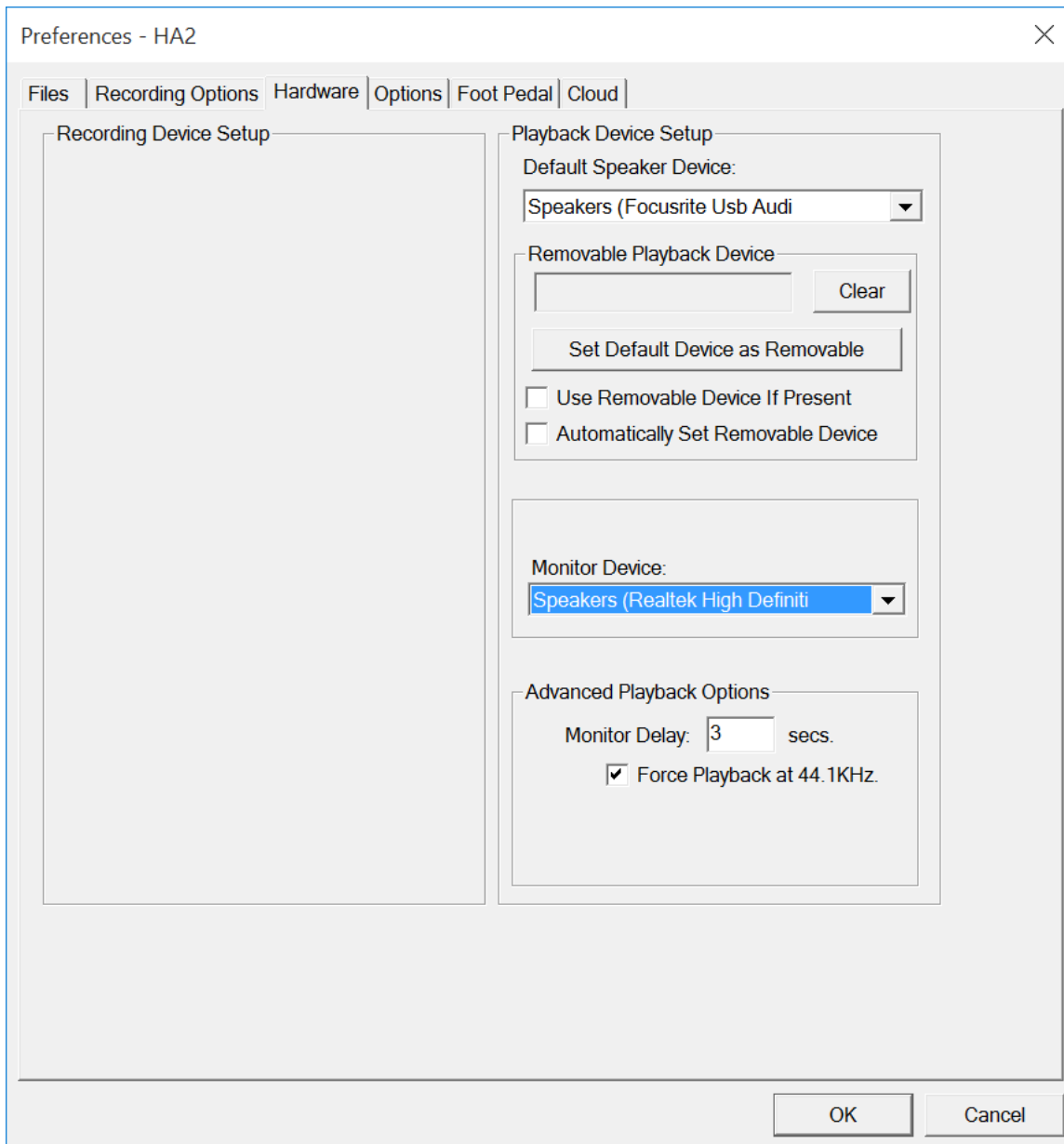
Force Recording at 44.1KHz.

This field should be set to Checked.

Transcriber Live Software Preferences

When Transcriber Live is used with SoniClear Court Recorder 9, the Focusrite 4i4 headphone can be used to monitor audio, and readbacks can be played so that the readback audio is heard by the teleconference participants.

Configure Transcriber Live for this usage in Edit/Preferences Hardware tab.



Hardware Tab – Audio Device Selection

Select the Hardware tab and modify the settings according to the following instructions.

Playback Device Selection

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback.

Default Speaker Device Selection

This is the sound card that will be used for playback into the teleconference call (like playing into speakers in the room when meeting in person). Set the device to “Focusrite Audio”.

Removable Recording Device

The “Use Removable Device If Present” and “Automatically Set Removable Device” check boxes should be unchecked.

Enable Live Monitoring

Enable live monitoring by checking this option. Set the Headphone device to the headphone device on the computer.

Advanced Playback Options

These options control how playback is processed. These fields should only be changed in the event of problems with playback using the default settings. Consult SoniClear support for assistance if this happens.

Monitor Delay

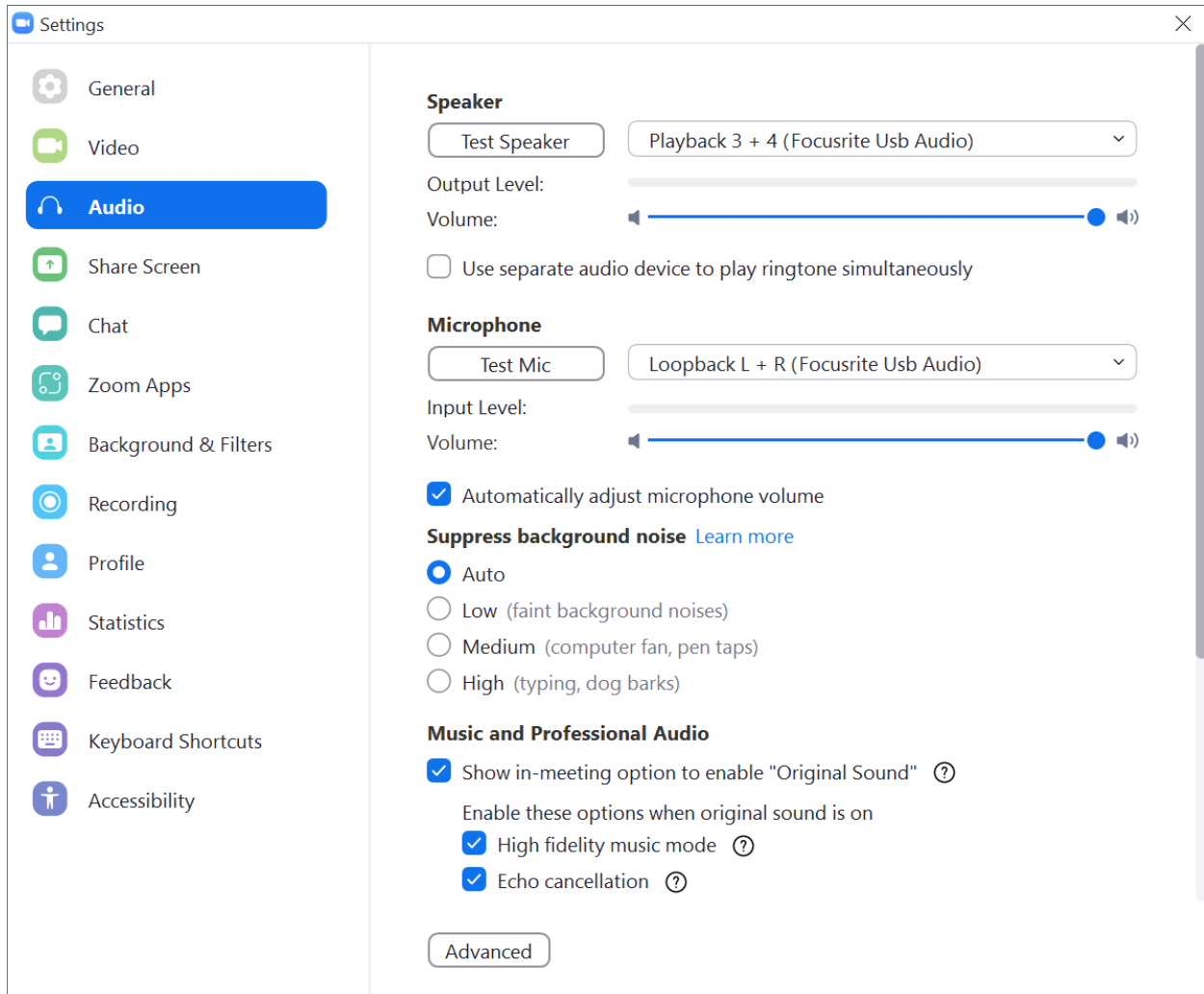
Monitor Delay should be set to the default of 3 seconds.

Force Recording at 44.1KHz.

This field should be set to Checked.

Zoom Conferencing Software Configuration

The Zoom conferencing application must be manually set to the correct configuration to work with the Focusrite 4i4 interface.

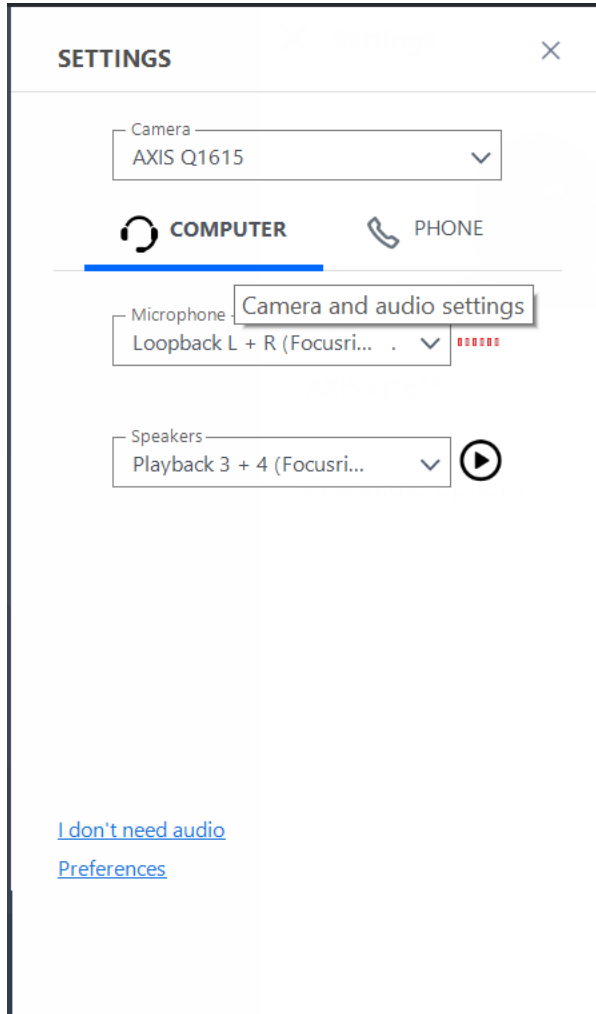


Set the Speaker device to “Playback 3 + 4”.

Set the Microphone device to “Loopback L + R”.

GoToMeeting Conferencing Software Configuration

The GoToMeeting conferencing application must be manually set to the correct configuration to work with the Focusrite 4i4 interface.

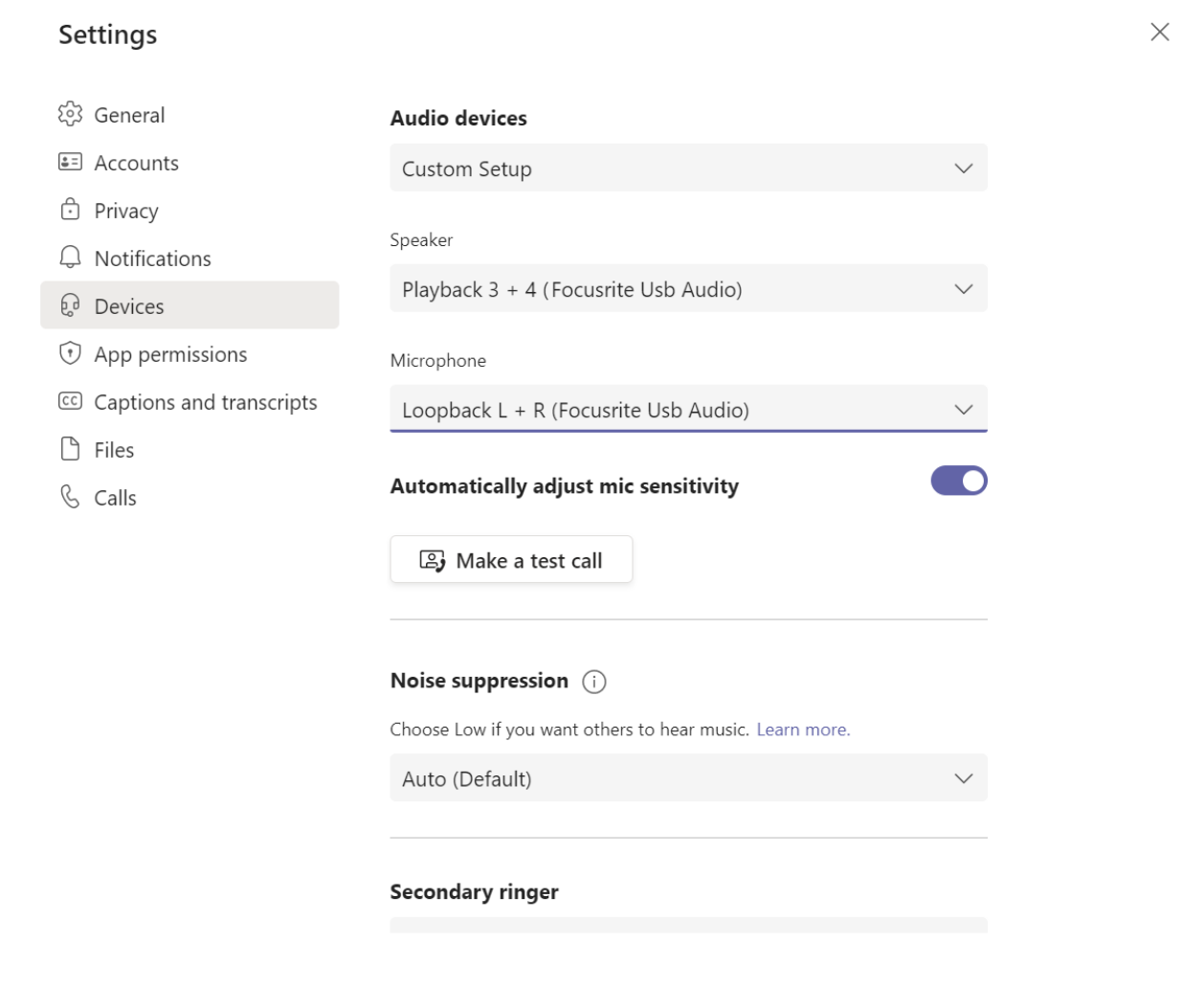


Set the Microphone device to “Loopback L + R”.

Set the Speaker device to “Playback 3 + 4”.

Teams Conferencing Software Configuration

The Microsoft Teams conferencing application must be manually set to the correct configuration to work with the Focusrite 4i4 interface.

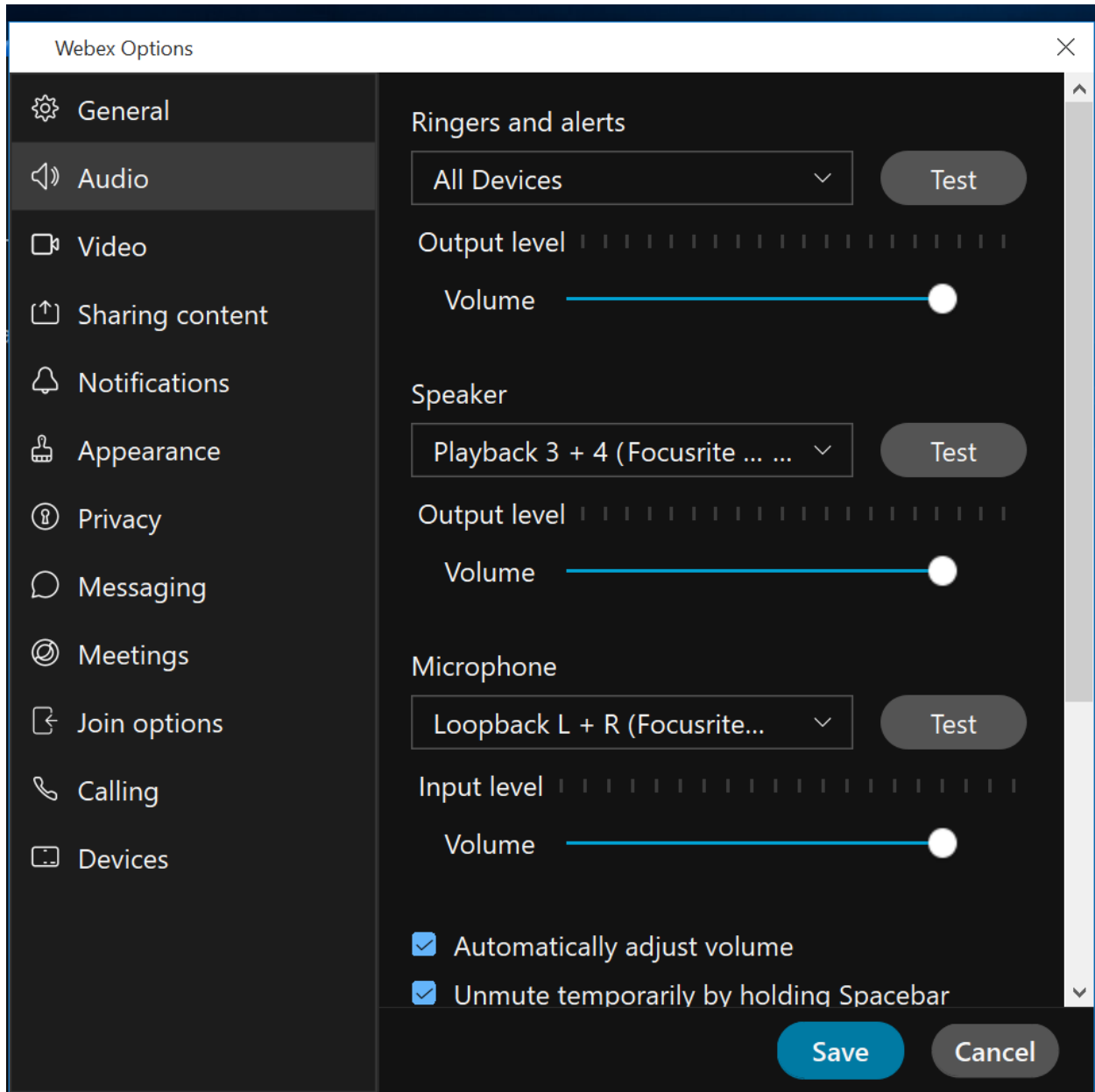


Set the Speaker device to “Playback 3 + 4”.

Set the Microphone device to “Loopback L + R”.

WebEx Conferencing Software Configuration

The Cisco WebEx conferencing application must be manually set to the correct configuration to work with the Focusrite 4i4 interface.



Set the Speaker device to “Playback 3 + 4”.

Set the Microphone device to “Loopback L + R”.

Other Communication Software Configuration

The communication software (such as a softphone app) must be set up to work with the Focusrite 4i4 interface. To do this, follow the instructions provided for the communication software for configuring audio devices, using the Mix Minus mix from the 4i4.

Set the Speaker device to “Playback 3 + 4”.

Set the Microphone device to “Loopback L + R”.

Windows App Software Playback Configuration

The Focusrite 4i4 can be used to play back audio from software programs on the computer. With this configuration the audio being played back can be heard by the conference call participants and on the 4i4 monitoring headphones. The playback audio will also be recorded in SoniClear.

A typical application would be to play a video file on the computer for conference participants to hear. Any software that plays to the default speaker will be heard and recorded properly. If the Windows App has a setting for speaker playback, set to “Focusrite Audio”.