

HA1 Hybrid Audio Kit

OPERATION GUIDE



About This Manual

This manual covers the installation and usage of the HA1 Hybrid Audio Kit for use with the SoniClear digital recording software product and communications software products.

Revision Date:

6/14/21

Printed in the United States.

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Evo 4 Operation

Overview

The HA1 Hybrid Audio Kit is designed to make it easy to record computer-based teleconferences in SoniClear with high audio quality. It will work with any conferencing software, such as Zoom, WebEx, or Teams. It also works with softphone programs, such as 8x8 Work, Vonage, Ring Central, and Avaya.

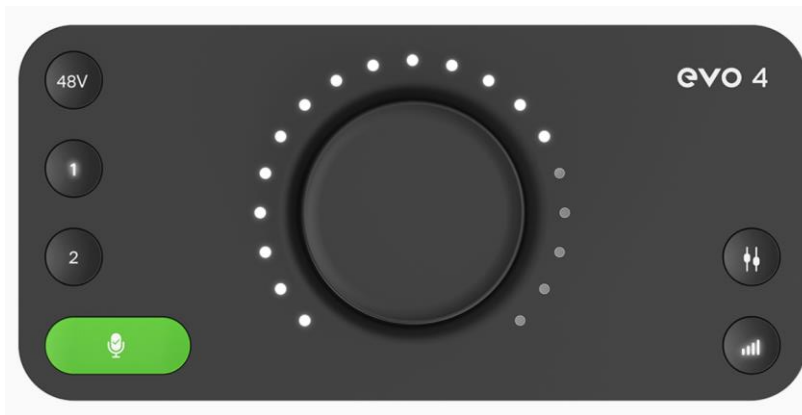
The Evo 4 must be installed correctly before use. See the section below, “HA1 Hybrid Audio Kit Installation”. After installation, the Evo 4 interface will turn on automatically when the computer is started, making it immediately ready for teleconferencing and for recording in SoniClear.

Using Microphone and Headphone


The kit includes a microphone, a monitor headphone, and the black Evo 4 interface control box for connecting the microphone and headphone to the computer.

Place the microphone so that it is close to where you are sitting without being in the way of your work. The microphone 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 in to the microphone.



All of the features of the Evo 4 are adjusted using the buttons and single large knob on the top of the control box:



You will normally only need to use the volume knob to adjust the playback level on the headphones.

When starting your conference, press the headphone level button  in the lower right corner. Then turn the large knob to get the desired listening level.

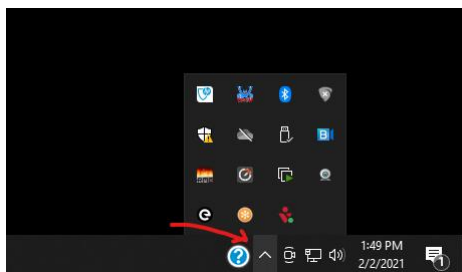
Additional Usage Notes

1. In normal use only the control button for adjusting the headphone level will need to be used. The other buttons on the Evo 4 should not be pressed. For example, the “48V” button in the upper left corner should always be on (illuminated red). Pressing the control buttons may result in the settings being incorrect. See “Resetting All Controls” below for fixing this problem.
2. If you have trouble hearing the teleconference participants, you may need to adjust the monitoring balance. This allows you to have a comfortable level for hearing the participants and yourself. This adjustment also controls the volume in the headphones when using the computer to play audio to the teleconference participants. Press the monitor button  in the lower right corner of the Evo 4. Turning the volume knob counterclockwise will increase the volume of your microphone (and the playback audio from the computer). Turn the volume knob clockwise to increase the proportion of sound from the teleconference participants. Normally setting the monitor level to the middle (12 O’clock position) will give a good balance of the signals.
3. 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 by pressing #1 microphone button  and then turn the large knob to get the proper volume. After adjusting the microphone level, you should press the headphone level button again (to avoid accidentally changing the microphone level).
4. The supplied single-earpiece headphone can be replaced with any type of headphone that you prefer for listening to the teleconference, using the included ¼” to 3.5mm headphone adapter.

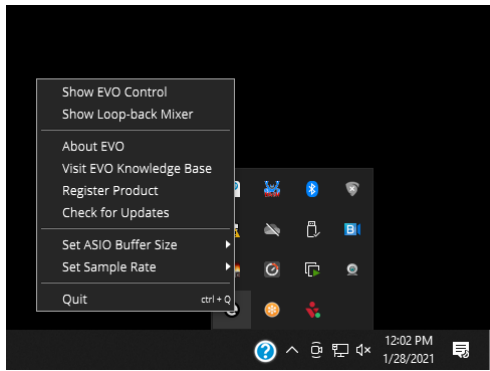
Resetting All Controls

If for some reason any of the required Evo 4 settings are accidentally changed, the default settings can be restored with the following steps:

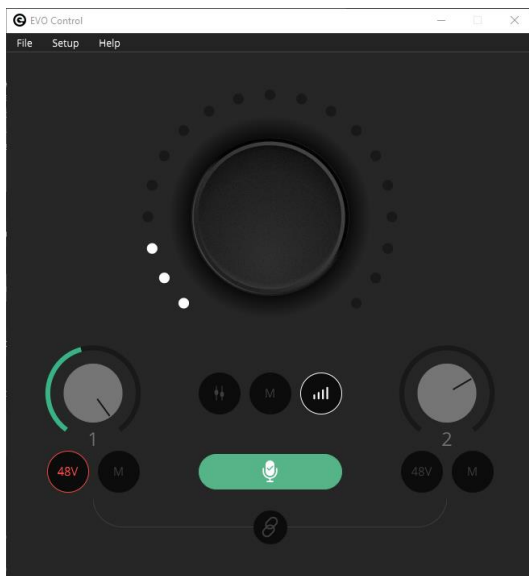
Left click on in the “Windows System Tray”. This is the little up arrow icon in the lower right corner of the computer screen:



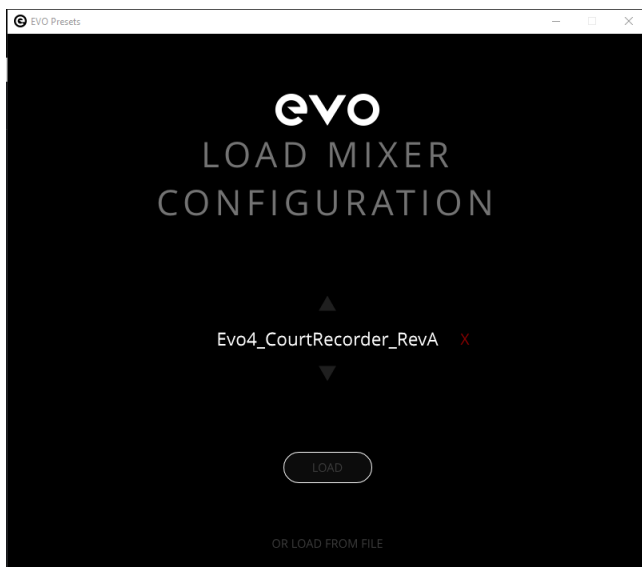
Then right click on the Evo control icon:



Select “Show EVO Control” to display the Evo 4 control panel:



Click on the File/Open pulldown menu selection to open the Load Mixer window:



Select the SoniClear setting shown there and click the Load button to reset the Evo 4 to the default values.

Note that it may appear that the Load button is disabled when it is in fact working. Hovering the mouse over that button will cause it light up so that it can be clicked.

HA1 Hybrid Audio Kit Installation

Evo 4 Hardware Installation

Overview

The HA1 Hybrid Audio Kit is based on the Audient Evo 4 USB audio interface. It includes the parts needed for recording Windows communication software, such as a Zoom online conference IP telephone “softphone”. Included in the kit are:

- Audient Evo 4 USB audio interface mixer (2 channels)
- Microphone or Headset:
 - o Samson C02 microphone and desk stand
 - o Jabra noise cancelling headset with adapter
- Computer 3.5mm to ¼” audio output cable
- Monitoring headphone with ¼” adapter
- Mono monitoring headphone

USB Interface

The Audient Evo 4 interface requires a USB 2.0 or USB 3.0 connection. The Evo 4 should be connected directly to a port on the computer or a manufacturer supplied docking station. Connecting it to a USB hub may result in unreliable operation.

Power Connection

The Evo 4 is powered from the USB Port and does not require the use of a power adapter.

Audio Connections

The included microphone is connected to the Evo 4 microphone input #1 using the included standard XLR microphone cable. This microphone is used to record the local participant in SoniClear and can also be configured as the microphone for the communications software.

The speaker or headphone output of the computer is connected to the Evo 4 microphone input #2 using the ¼” to 3.5 mm audio cable included in the kit. Note that this cable is plugged into the ¼” part of the “combo” input connector on the back of the Evo 4.

The supplied monitoring headphone is plugged into the front of the Evo 4 adapter using the supplied ¼” adapter. Any standard headphone can be used for monitoring, as well.

Evo 4 Software Installation

Overview

The Evo 4 USB audio interface requires manual installation of product-specific drivers and adjustment of the driver settings to work with the SoniClear software.

Install Drivers

Download the latest Evo 4 drivers from the Audient support website. As of the last update to this manual, the download link for the driver installer was:

<https://evo.audio/evo-support/general/driver-installation/>.

Only install software downloaded from the official Evo 4 or Audient website. Do not install software from a third-party service.

Download SoniClear Presets

The Evo 4 requires special configuration for compatibility with SoniClear. Depending on which version you have installed, SoniClear presets for the Evo 4 may be available in the SoniClear program presets folder:

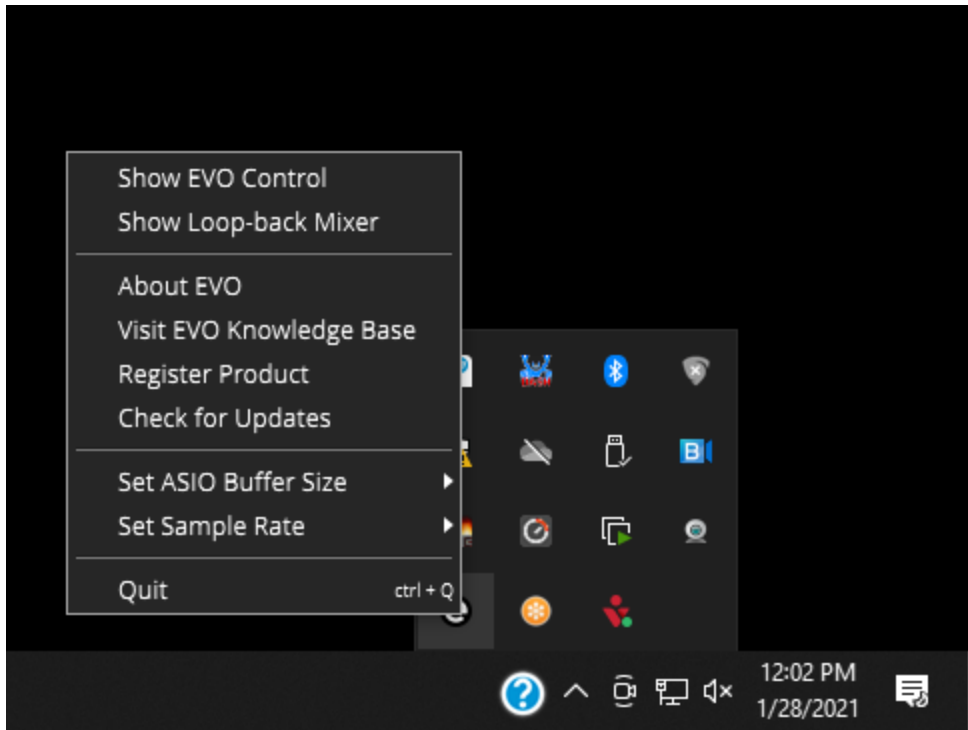
C:\Program Files (x86)\SoniClear97\Presets

If the presets are not available for your version of the software, they can be downloaded from the SoniClear website:

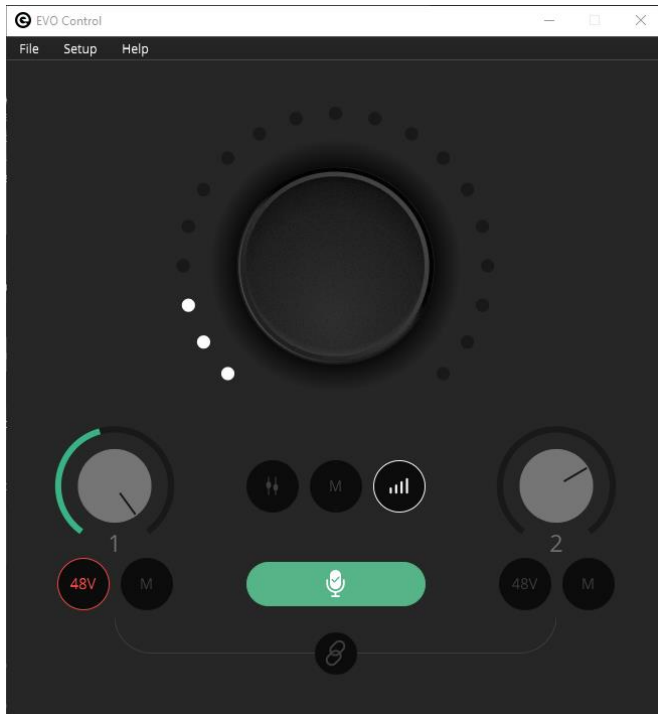
<https://download.soniclear.com/ha1/>

Evo Control Panel

The Evo 4 Control software is installed along with the drivers. This control panel is used to adjust the driver setup and to load and save preset files. To open the Evo 4 Control software, right click on the Evo 4 icon in system tray and select “Show Evo Control”:

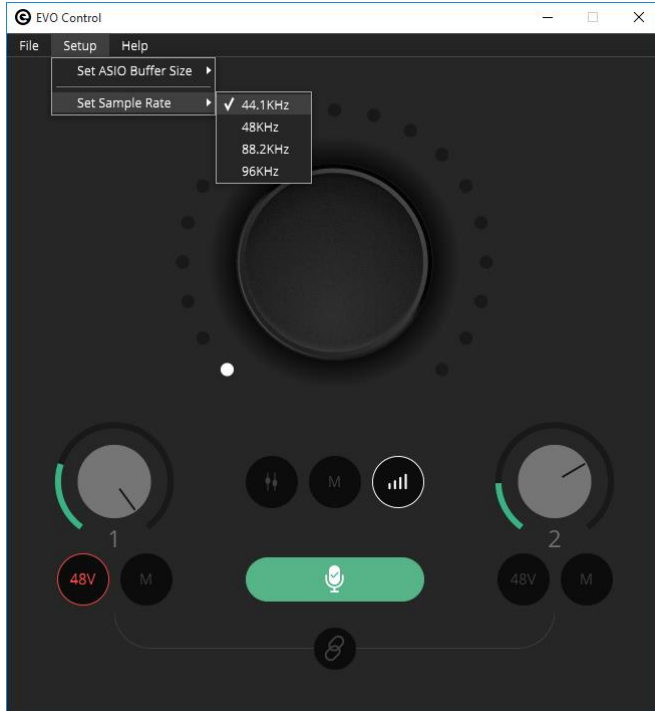


This will display the Evo 4 Control panel:



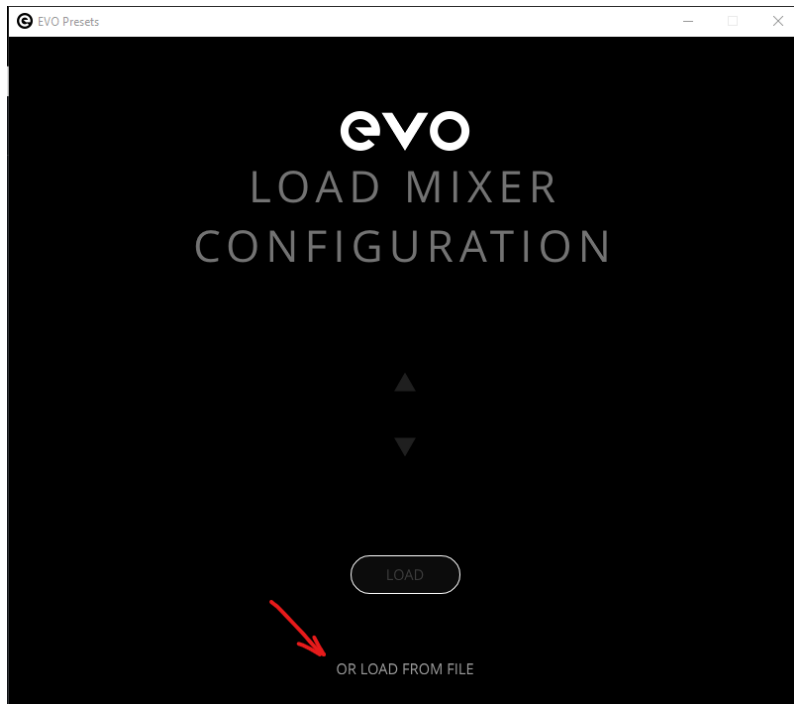
Driver Settings

Set the driver Sample Rate to 44.1 kHz by selecting that option from the Setup pulldown menu:



Load Mixer Presets

The Evo 4 Control Panel is used to load mixer presets. Click on the File/Open pulldown menu selection. This opens the Load Mixer window:



After initial installation of the Evo 4 drivers, the presets list in this control dialog will be blank.

To load the downloaded SoniClear presets file, click the gray link “OR LOAD FROM FILE” and select the preset file from the location in the program presets, or where it was extracted from the downloaded preset zip file.

Save Mixer Presets

It is important to save these presets in the Evo 4 Control panel so that the SoniClear user can restore the correct settings in case they pressed one of the setting buttons by accident.

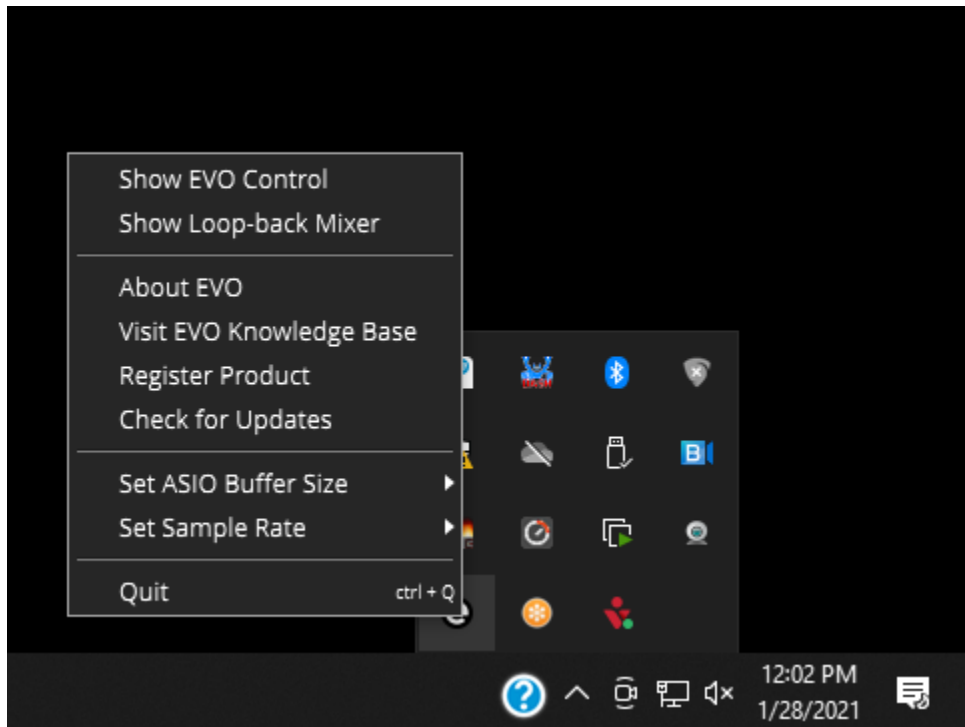
After adjusting the microphone and headphone levels to work properly with the teleconference software, save these customized settings by selecting File/Save from the pulldown menu. The values for the preset will be stored in the user’s AppData folder and that file will be available to select directly in the Load Mixer Configuration screen.

Evo 4 Mixer Settings

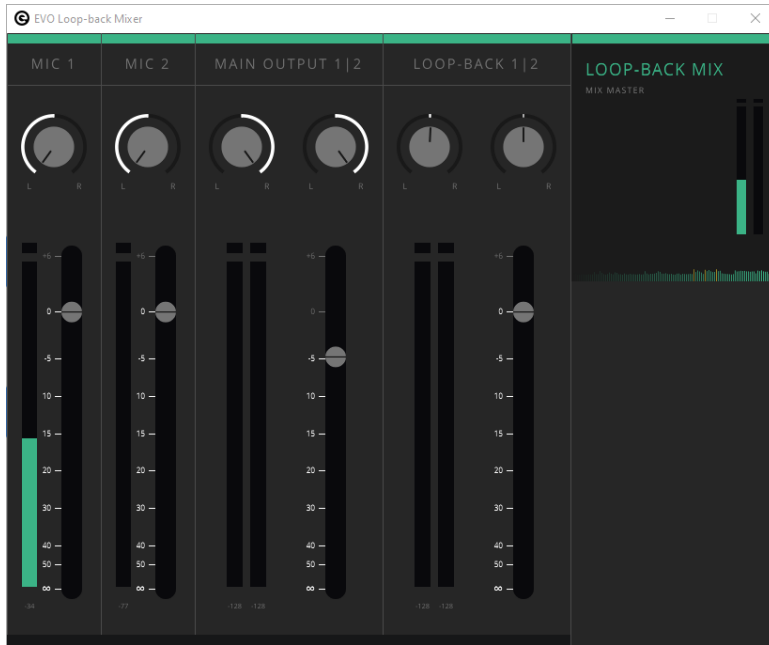
The Evo 4 includes a built-in mixer that sends audio from the interface back to the computer. This makes it possible to “loop back” audio from the computer back into another program in the computer. In this case, the Zoom or softphone audio is sent to the Evo 4 device, and then sent back to SoniClear to be recorded using the “Loopback Device” provided by the Evo 4 drivers.

The loopback mixer is configured properly after the supplied SoniClear presets have been loaded, following the instructions above. These settings can be observed using the Loop-back Mixer control panel.

To display the Evo 4 Loop Back Mixer panel, right click on the Evo 4 icon in the System Tray:



Then select the “Show Loop-back Mixer” option on the popup menu:



If you make changes to these settings, be aware that setting the values incorrectly may result in feedback or echo problems with the communications software, or loss of audio for recording in SoniClear.


The way the loopback is configured in the presets, the following is happening in the mixer:

- Audio input from the microphone (MIC 1) and computer speaker output (MIC 2) is sent to the left loopback channel. This allows the communications software to receive only input signals, excluding communication audio that would cause a feedback or echo problem.
- The Main Output 1/2 signal from the communication software is sent exclusively to the right channel, so that it is not looped back to the communications software.
- The Loop-Back 1/2 output channel from the computer is not used in this configuration.

If you have any questions about loopback settings, contact SoniClear Support.


Default Headphone Settings

The desired headphone level should be set as a default for the user. This involves setting the overall level of the headphone and the monitor mix level.

Adjust the headphone level so that the teleconference audio is at a comfortable volume. To do this, press the headphone level button  in the lower right corner. Then turn the large knob to get the desired listening level.

The monitor mix adjustment sets the level of the input volume in relation to the output volume. The user will want to hear a good balance of their own voice and playback audio (the microphone on Channel 1

and the hardware loopback from the computer on Channel 2), in comparison to the teleconference participants audio coming from the computer.

To set the monitor mix, press the monitor button  in the lower right corner of the Evo 4. Normally setting the monitor level to the middle (12 O'clock position) will give a good balance of the signals. Turn the volume knob clockwise to increase the proportion of sound from the teleconference participants. Turning the volume knob counter clockwise will increase the volume of user's microphone (and the playback audio from the computer). When changing the monitor mix, it may be necessary to readjust the headphone level.

Audio Loopback Cable

The HA1 Hybrid Audio Kit includes a hardware audio cable for looping audio back from the computer into Channel 2 of the mixer. The purpose of this cable is to allow other programs on the computer to play audio into the teleconference software and be recorded in SoniClear. To use this option, connect the speaker or headphone output of the computer to Channel 2 of the Evo 4 interface. Then configure the software that you will be using to play audio to play to that speaker or headphone location.

This audio loopback cable can also be used to play audio from a second computer system or other audio playback device, rather than the recording computer. This can be useful, for example, in situations where a second computer is used for playing presentations or other media.

SoniClear Software Configuration for Evo 4

The SoniClear software must be manually set to the correct configuration to work with the Evo 4 interface. To do this, start SoniClear and select Edit/Preferences from the pulldown menu.

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 2 channels.

Hardware Tab – Audio Device Selection

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

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. It should be set to “Loopback 1/2 (Audient EVO4)”. Note that the name may have an additional number in front of the word Audient, such as “Loopback 1/2 (2- Audient EVO4)”. This indicates that the Evo 4 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 Evo 4 must be plugged into the same USB jack on the computer each time it is used.

Removable Recording Device

The automatic selection of a removable audio device is not used for this configuration. The “Use Removable Device If Present” and “Automatically Set Removable Device ” check boxes 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.

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 listen to SoniClear playback through the Evo 4 headphone jack, select “Main Output 1/2 (Audient EVO)”.

Removable Recording Device

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

Enable Live Monitoring

With the supplied hardware in the kit the Live Monitoring option should be disabled. However, if live monitoring is desired, a separate headphone device will need to be connected to the computer and selected in this field.

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 Unchecked.

Transcriber Live Software Configuration for Evo 4

When Transcriber Live is used with SoniClear Court Recorder 9, audio for a readback can be played so that it is heard by the teleconference participants. The included hardware cable sends this readback audio from the computer headphone jack into Channel 2 of the Evo 4 interface. Monitoring of audio for this application must be done using a separate headphone device (not included with this kit).

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 either the built-in speaker, or built-in headphone jack if that is a separate device for this computer.

For digital court reporting application that require performing a readback, Transcriber Live can play back the audio through the included loopback audio cable. In this case, the Default Speaker Device should be set to the device where the physical loopback cable is connected. This is typically either the “Speaker/Headphone” device, or the “Headphone” device (if headphone output is treated separately from the built-in speaker).

Removable Recording Device

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

Enable Live Monitoring

The Monitor Device should be set to “Main Output 1/2 (Audient EVO)”.

Note: while recording in Court Recorder 9 it is possible to monitor or play the recording to the Evo 4 headphones from Transcriber Live. This audio is recorded in Court Recorder 9, but is not heard by the participants in the online conference call.

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 Unchecked.

Communication Software Configuration for Evo 4

The communication software (such as Zoom or softphone) must be manually set to the correct configuration to work with the Evo 4 interface. To do this, follow the instructions provided for the communication software for configuring audio devices.

The speaker device must be set to “MainOut 1/2 (Audient EVO)”. The microphone device must be set to “Loopback L (Audient EVO4)”.

Playback Software Configuration for Evo 4

The Evo 4 Kit includes the ability 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 Evo kit monitoring headphone. 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. To do this, set the default speaker device in Windows Settings to the output device where the physical loopback cable is connected. Then any software that plays to the default speaker will be heard and recorded properly.