



User Guide

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These instructions walk you through the basic operations in setting up an account, creating projects, recording and participating in an online music collaboration session.

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ACCOUNT SET-UP

1. When installing and launching **Zirrif**, it is recommended that you use the default settings and locations provided by the install program. The first window that will appear will be the '**Zirrif Account Setup**'. Select '**Create User Account**'.
2. The '**Create User Account**' window has the following fields: Username, Name, Email, Password, Password 'Confirm'. First, type in a unique Username. **You will not be able to change your Username in the future, so choose wisely!** Your Username can **only** contain any combination of **letters, numbers and underscores, and be between 3 and 20 characters in length**. Once all of the fields have been filled in, please click on '**Create Account**' at the bottom of the window. A window will also appear indicating that your account has been created successfully. Click on '**OK**'.
3. After your account is created, the following window will appear, '**Audio Setup Required**'. Please select '**Configure Audio Settings**'. This is where you can select your preferences for Recording, Playback, Video, Audio Input & Outputs for Recording and Video Chat. The default will be your computer microphone, speaker & webcam.

NOTE: If you are using your computer microphone and speakers while recording, you may experience some bleed-thru sounds or feedback. We recommend that when using the microphone on your computer, use headphones.

4. If you have a sound card, please plug it in at this time. If you are using a soundcard and it is already plugged into your computer, Zirrif will identify it and make it part of your selections for Recording Settings. If you have the application

running before you plug in your sound card, you will need to click on the **'Refresh'** button. After that, your Audio Settings will be updated to reflect the new choice. Select the settings you want and **'Save'**. If you need more advanced audio settings, check the **'Advanced Settings'** box. This will allow you to pick your preferred Audio Drivers- Windows DirectSound or Windows WASAPI. In addition, you can click on **'Latency Settings'** if you are experiencing any timing issues.

PLEASE NOTE: A 'Loopback' test is an available option which will detect your latency and provide for an offset. This is an advanced feature, so please only use it if you are familiar with conducting a loopback test with your audio equipment.


5. If you decide to do a **'Loopback'** test, once it is completed, a number will appear once your test is run. This latency offset can then be saved on the application by clicking on the **'Save'** button. You can also use the drop-down menu under **'Tools'** to change or update your Audio Settings at any time.

CREATE MUSIC PROJECTS





CREATE AN AUDIO TRACK



Before proceeding, it should be understood that Zirrif takes a different approach to capturing and sharing musical ideas. A music project is a collection of song 'Parts'. These Parts are intended to capture different musical ideas. A Part can be a chorus, verse, break, even a simple riff. These Parts can be created, recorded, shared, and refined. Later, they can be assembled into a song. The recording process is based on



looping over these Parts while recording to efficiently capture ideas and hear them back, refining them incrementally.



1. Click on '**Project**' for a drop-down menu, select '**New**'. Enter a name for your **Music Project** in the space provided. To create a new **Part**, select  under **My Parts**.
2. Adjust **Tempo (T)**, **Beats Per Measure (B)** and **Number of Measures (M)** for your '**Part**'. Use the adjustable track or just type in the number. In addition, there are options to add **Lead-In Measures (L)** (1-4) and **Tail Measures (T)** (1-4). Use the drop down menu to make your selections. Click on '**Save**' when you are finished. You can edit your **Part** by selecting the Ant Menu (3 vertical dot menu) and '**Edit**'.

NOTE: In this version, you must do any edits to your Part at this time before you begin recording or creating a Synth Track.


3. To create a **New Audio Track**, select either a Mono Track  or Stereo Track  on the top of the page. A blank track (Track 1) will appear. The '**R**' for record will automatically be highlighted on Track 1. Under the Parts Section, Part 1 will automatically be created.
4. To manage your lead in and click tone preferences, select '**Tools**' under the main drop down menu and then '**Count Off/Click Settings**'. A Count-Off Click Tone is available On Start, On Loop, or Off. Select the Click Tone and Sound Level you would like and select 'Close'. When the '**Click**' Button is  is as shown, you will hear the click tone while recording. When it is , you will not.

5. Below the red '**Record**' button, you will find the '**Auto**' button . This feature is called the **Auto-Recording Feature** and will continuously record, but will only capture a new Take if it detects audio. Select '**Auto**'  to enable auto-recording. If this is not selected, standard recording will capture a new recorded Take for each loop.

Also below the red '**Record**' button is the **Inner-Outer Loop Mode** which switches between inner-looping  and outer-looping  for Part Lead-In and Tail playback.

6. **To begin recording**, select the small '**R**' button on the '**Track**' to be recorded. Then select the red '**Record**' button on the upper left hand corner. A click tone will begin if selected. Play and record your part and keep recording as the program captures multiple '**Takes**' of your performance. When you have got multiple Takes, you can click on the red '**Record**' button again to stop recording. All of your Takes will be numbered in the track window, (Take 1, Take 2, etc.). To review your recordings, click on the green 'play' button on the upper left hand corner of the screen. To compare Takes, select the next or previous Take by selecting the arrows within the track window. You can also type in comments per Take by selecting . Comments are shared between Project Members.
7. To keep your most favorite Take, select '**Keep**' within the track window. You can keep multiple Takes. [When collaborating online with another musician, you will need to 'Keep' the takes that you want to share]. If you want to delete the remaining Takes, then select **Clean Up**  at the top of the application. A pop-up window will appear to verify that you want to delete all of the selected Takes listed. Select '**Delete All**' or '**Cancel**'. Once these Takes are Cleaned Up

they will be deleted permanently. It is a good idea to periodically clean up Takes that you do not want to keep.


8. Use the **Mute (M)** **Solo (S)** and **Audio Level** (Audio Bar) Features while listening to your tracks.
9. To **delete an entire 'Track'** select the Ant Menu and select '**Delete Track**'. Your 'Track' and all of it's Takes will be deleted. If you decide that you want to retrieve your deleted tracks, you can go to the '**Tools**' menu at the top of the application and select '**Project Tools**'. There you will be able to '**Restore Deleted Items**' any tracks that you had deleted. You will see that you can also permanently delete tracks under that menu as well.
10. To create a second '**Part**', select  on the left hand side of the window under the '**Parts**' Section. The second Part can have a different tempo, beats per measure and measure length that the first Part. Recordings for this Part will be kept separate from the first Part. Initially, the tracks will appear blank because there are no recordings for this Part.
11. Once you have multiple 'Parts' on a Project, you can **switch parts** by selecting them. If a part is currently playing, it will finish playing before switching to the next selected 'Part'.
12. There is also the ability to **copy a Part to a new Part** by selecting the Ant Menu next to 'Part' and selecting 'Copy'. You will need to indicate the number of measures you want copied in the '**New Part Measure Length**'. You can select any number of measure lengths, but cutting the measures in half or doubling the number of measures will give you better results. In addition, if you have a Lead In or a Tail on the Part, those will be copied as well. Name of the new part

will be the old part name + (copy). There is also a box you can select to **'Copy the 'Keep' Status'** of the part. If you had already selected 'Keep' for the original part to share, then this will allow this part to be shared as well. Select the 'Copy' box when you are finished.

NOTE: When you are copying a Part that has your recordings plus recordings of other members, only your recordings will be copied. Those members will need to copy their own Parts themselves.

CREATE A SYNTH TRACK

In addition to Audio Recordings, we also offer Synthesizer-Based sounds to be created to accompany your recordings. Currently, we have a selection of percussion instruments available in order to lay down some drum beats to your audio recordings. You can also mic your own drums if you like under our Audio Mono or Stereo options. In the future, there will be other sounds available.

1. To **create a 'Synth Track'** select  at the top of the page. A new track will appear in the window. The track name will be sequential, but you can rename it if you like. Select 'E' to edit the Synth track. This opens up the **Synth Editor**. The editor will show a list of available percussion sounds. To see all sounds, scroll by using the scroll bar on the right hand side of the editor or use the roller on your mouse.
2. To **create a Synth Note**, click on the desired sound, measure and beat. Then drag to the right to the desired length and release. **To move a note**, left-click on the left side of the note and drag the note to the desired sound, measure and

beat. **To resize a note**, left-click on the right side of the note and drag the note to the desired duration. **To delete a note**, right-click on the note.

3. Select the '**Save**' button within the Synth Track to **capture that Take**. If you want to **create a new Take**, make additional changes and select 'Save' again. To exit out of the **Synth Editor**, click on the '**E**' again. To hear your Synth tracks, click on the green play button to play your Synth tracks. You can also edit your Synth tracks while they are playing.
4. Once you have captured your Synth Takes, you can switch between them using the arrow buttons. **To keep a Synth Take**, select the 'Keep' button within the Synth Editor. As with audio Takes, you can keep multiple Synth Takes.
5. To **zoom in/out in the Synth Editor**, use the -/+ control near the bottom-left Synth editor. The '+' zooms in, allowing easier editing of the notes. The bottom slider moves the editor to a different measure. The '-' button zooms out.

CREATE A SONG ARRANGEMENT

When you are finished recording all of your tracks on all of the parts of your song (i.e. Chorus, Bridge, Verse, etc.), you can create a Song Arrangement. This feature allows you to arrange your Song Parts into a particular order.

1. Select '**Song Mode**' on the left side of the window and a '**New Arrangement**' will be created. At this time, the system will name your new arrangement as 'Arrangement 1'. You can change this name to whatever you wish by selecting the yellow highlighted title and typing over it.

2. Select '**Add Step**' to pick the first part of the song in the drop-down menu. Next to the song part, enter the number of how many times you want that part to repeat (limit is 99).
3. Select '**Add Step**' for every part of the song you wish to have in your arrangement. You can also **drag a 'Step'** to change the order by clicking on the very left side of the 'Step' box and drag it to the desired order. To **delete a 'Step'** select the Ant Menu and 'Delete'. To delete an entire Song Arrangement, select 'Delete' underneath the Arrangement Name.
4. When you are finished with the '**Song Arrangement**', you can click on the green play button to listen to your arrangement. The song parts will highlight as they are being played. If you wish to create a different 'Song Arrangement', simply select 'New song arrangement' and repeat the steps above, saving it as a different 'Song Arrangement' name.
5. To **export your arrangement(s)**, select the '**Export**' button under the Session Arrangement Section and save as a wav file (.wav) or an MP3 (.mp3) to your computer. '**Select File**' will open up your file directory to your default file location for Zirrif files. You can change the location of your files if you choose. Verify successful export by playing the audio file with your systems audio player.

ONLINE MUSIC SESSION WITH A MUSIC CONNECTION

Before proceeding, it is helpful to understand how Zirrif's concepts of Parts, Tracks, and Takes apply to online collaboration. Recall that each Part is a self-contained multitrack looped recording. It typically will contain a single phrase of an overall song, such as a


verse, chorus, etc. For an online Zirrif project, any project member can create Parts and Tracks. Your Tracks can have Takes for your Parts and for other member's Parts. Playback of a Part will play recordings for that Part from each project Track. This will include your Tracks and the Tracks of other Members.

For example, if you want to record a riff on your guitar that is a verse for a song, you a) create a 'Verse' Part, b) create a 'Guitar' Track, c) record a Take for 'Guitar' and 'Verse'. You 'Keep' this Take so that it is shared with your drummer friend. When they are ready to add a drum recording to go with your guitar riff, they a) create a 'Drums' Track, b) select your 'Verse' Part, c) record a Take for 'Drums' and 'Verse', and d) 'Keep' this take so that it is shared with you.

Continuing this example, if you are now inspired to create another riff for a chorus, you create a new 'Chorus' Part, and record a Take on 'Guitar' Track. Note that you do not need to create a new Track for the guitar. Unless you are creating multitrack harmonies, you will typically not need more than one Track for a given instrument within the Project. Similarly, your drummer friend can record a Take for the chorus by selecting the 'Chorus' Part and recording on the already existing 'Drums' Track.

INVITE A MUSICIAN TO CONNECT

The following section describes how to connect to other musicians and invite them to collaborate on a music project in an online session. All musicians that want to be connected to each other must have a Zirrif account already downloaded and an account set up. Users will want to share their Usernames in order to be able to send Connect Requests to each other and also to invite to specific Projects.


1. To **invite a musician to connect**, you will select the **'Connect Request'**  on the lower left-hand part of the page, under **'Connections'**. This will open up a window named **'Musician Connect Requests'**. You will have an option to either **'Send Connect Request'** to an existing Zirrif user, or **'Send Zirrif Invite'** to a non-Zirrif user. If you select **'Send Zirrif Invite'**, you will find a pre-written invite and instructions that you can copy and paste into your email application by selecting **'Copy Text'**. If you want to send an invite to an existing Zirrif user, select **'Send Connect Request'** and enter the **Username** in the space provided to invite them to connect. If you have any musician requests pending, this is where you can view and accept them. Once the musician has accepted, you will see their name under **'Connections'**. You will also be able to see **Connection Requests** from other musicians in this window.


***Note: Usernames are not publicly searchable with Zirrif at this time.
Users exchange usernames directly to connect with one another.***

2. Once you have sent your invite, the invitee will need to click on **'Connect Request'** to see the invite. Select **'Accept'** for both accounts to be connected. Once the invite has been accepted, both parties should see each other's Username under **'Connections'**. A **green indicator** next to each connection will indicate when they are currently online.

INVITE A CONNECTION TO A PROJECT

You must have a connection set up with a musician before you can invite them to a music project. This allows users to have many music connections, but only specific ones on specific projects.

1. To **invite a 'Connection' to a Music Project**, click on the  under Project Members on the left panel. This will open up a window of all of your **'Connections'**. Select the Username that you wish to add to the project and **'Invite'**. This will add that User to the project that you have currently open. Once invited, this action can not be undone.

2. The musician that you have invited to a Music Project will receive a notification in their **Messages**  and also via email. Select **Messages** to see all invites to Projects. They have the option of selecting **'Accept'** or **'Accept and Open'** to accept the invite to the project. If they select **'Accept and Open'**, the project will be opened immediately. At this point, the invitee should see any Tracks, Parts, Takes, and Song Arrangements shared by the inviter. Now, both Musicians can begin to update the project. If they select **'Accept'**, then they will need to select 'Project' and then 'Open' and open the top project listed. The person who sent the invite will also receive a notification via email. You also have the option to **'Decline'** the invitation.


COLLABORATING ON A MUSIC PROJECT

Once you are online, you can begin to collaborate. You can create Tracks and Parts, and record Takes as you would normally (see "Create Music Projects"). Additionally, you will receive Tracks, Parts, and Takes being created by other project members. Keep in mind the following:

- a. The takes you record are not shared with others until **'Keep'** is selected.
- b. You can record Takes on your Tracks for other Member Parts.
- c. Other Members can create Takes on their Tracks for your Parts.

- d. For Synth tracks, you will need to 'Save' the edits and then 'Keep' the Takes in order to share them.

1. Playback of a Part will play recordings for that Part from each project Track. This will include your Tracks and the Tracks of other Members. If a Track has multiple Takes for this Part, the currently selected Take will be played for that Track. Remember that if you do not 'Keep' the current Take, you will still hear this Take in the playback, but other members will not.

NOTE: If you are not seeing other members' Takes, please make sure you have selected the correct 'Part'. You may also need to scroll down in the 'Part' Section to view all tracks. Although syncing between connections is automatic, you can force the application to sync by clicking on the .

2. To use the **Video Chat** Feature, the status indicator next to your 'Musician' needs to be green in order for the Video Chat icon to appear next to their name. Select the video icon next to the name to initiate a video chat. A small video window will come up on the bottom right side of your screen. During the video chat, it is recommended that you use headphones. To hang up, select the red phone icon.

NOTE: If you are using the free version of the software, Video Chat will be disabled. Video Chat Feature is only available on our Standard License 1.0.

3. To **Switch between Projects**, use the drop-down menu under 'Project' to 'Open' a different Music Project. Switch between Music Projects by opening up different projects.

REPORT PROBLEMS

1. Any problem that is causing you to not be unable to use the software we want to resolve for you. Please email us at support@zirrif.com. To send Zirrif logs to us, please go under **'Tools'** and **'Troubleshooting'** and select **'Upload Zirrif logs'**.