
Parallels Software International, Inc.

Parallels® Workstation

Quick Start Guide



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CHAPTER 1

Preface

This guide is aimed at the novice computer users who want to install Parallels Workstation in their Windows primary operating system and create one or more virtual machines to run different versions of Windows as the guest operating systems. This guide provides all the necessary information for installing Parallels Workstation and creating new virtual machines. It also gives detailed procedures of Windows XP and Windows Vista installation.

Installing Parallels Workstation

In this chapter you'll learn how to install Parallels Workstation.

Preparing for installation

If you purchased the boxed edition of Parallels Workstation:

- Insert the CD and keep the CD sleeve with the activation key handy.

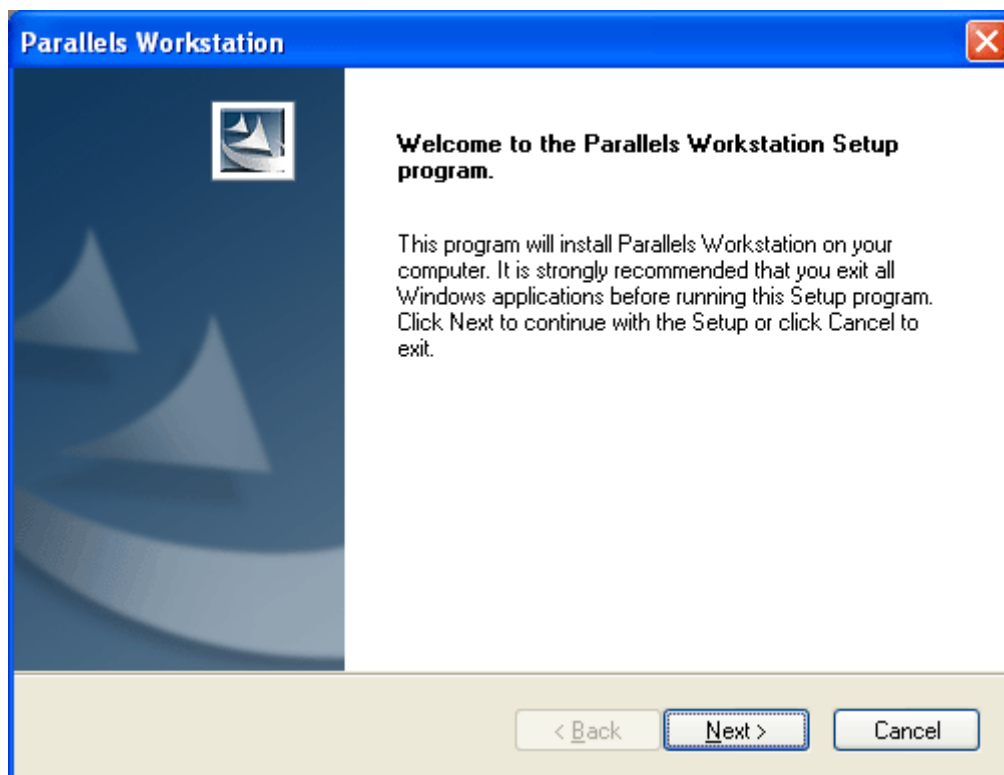
If you purchased the program from Parallels Online store (<http://www.parallels.com/en/buyonline>), or downloaded a trial version, make sure that you have a permanent or trial activation key, and:

- Locate the downloaded self-extracting `Parallels-Wst-2.2.xxxx-Win.exe` file and double-click it.

Step-by-Step Installation

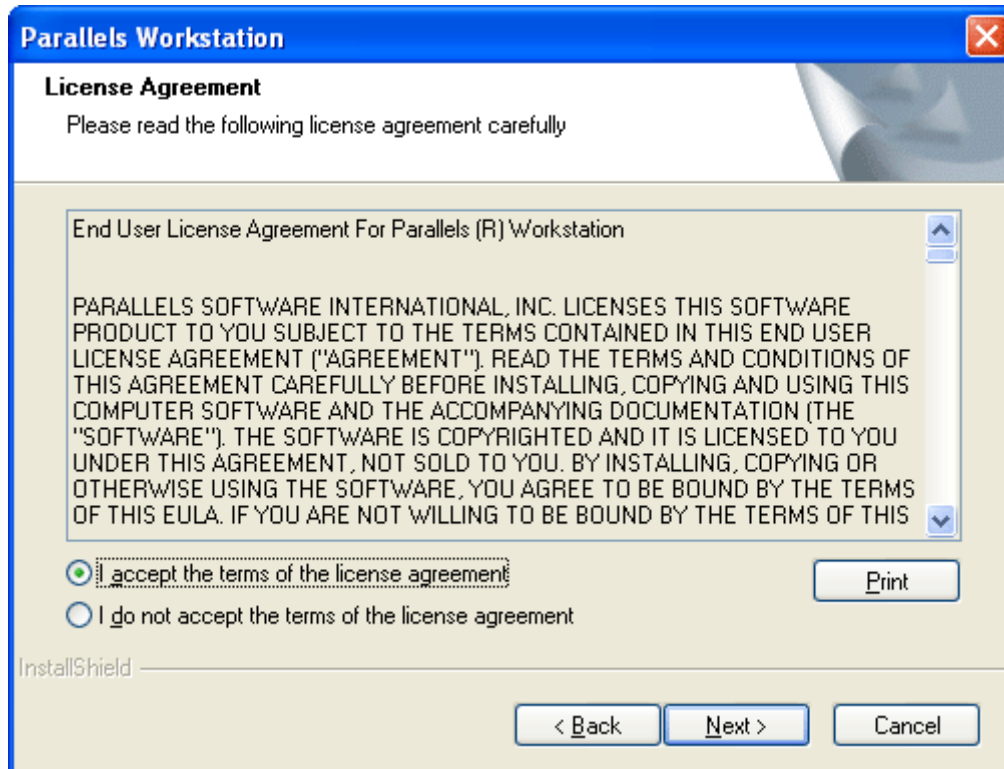
Note. You must have Power User or Administrator rights to install Parallels Workstation in a Windows operating system.

- 1 In the **Welcome to Parallels Workstation Setup Program** dialog box click **Next**.



- 2 In the **License Agreement** dialog box use either the PgDn key or the Down Arrow ↓ key to read the licence agreement. Select the **I accept the terms of the license agreement** option.

You may print the license agreement for your records using the **Print** button. Click **Next** to proceed with the installation.



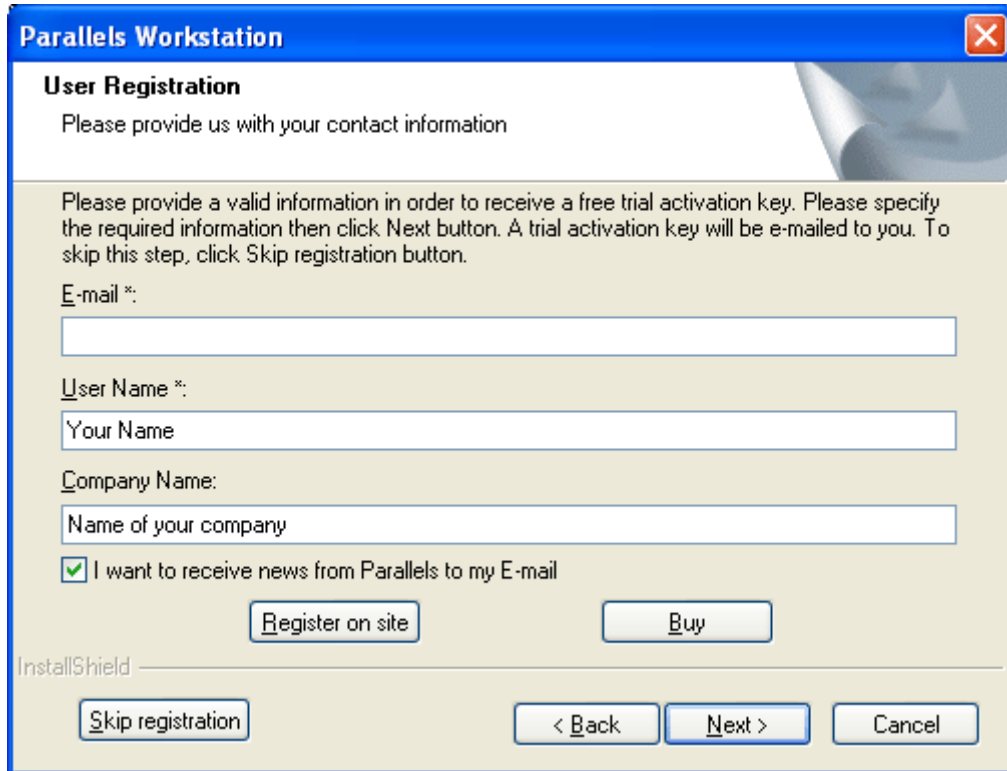
- 3 If you are re-installing or updating Parallels Workstation, you will not see the **User Registration** dialog box. Proceed to the next Step.

If you have a permanent activation key, register to receive news about Parallels products or skip the registration by clicking the **Skip registration** button.

If you prefer to register on the Parallels web site, click the **Register on site** button.

To buy Parallels Workstation and receive a permanent activation key, use the **Buy** button.

In the **User Registration** dialog box enter your contact information necessary for sending you a trial activation key. Please enter your **E-mail** and **User name**. The **Company name** field is optional. Check **I want to receive news from Parallels to my E-mail** if you want to be informed about new Parallels products. You will receive a free trial activation key by e-mail.

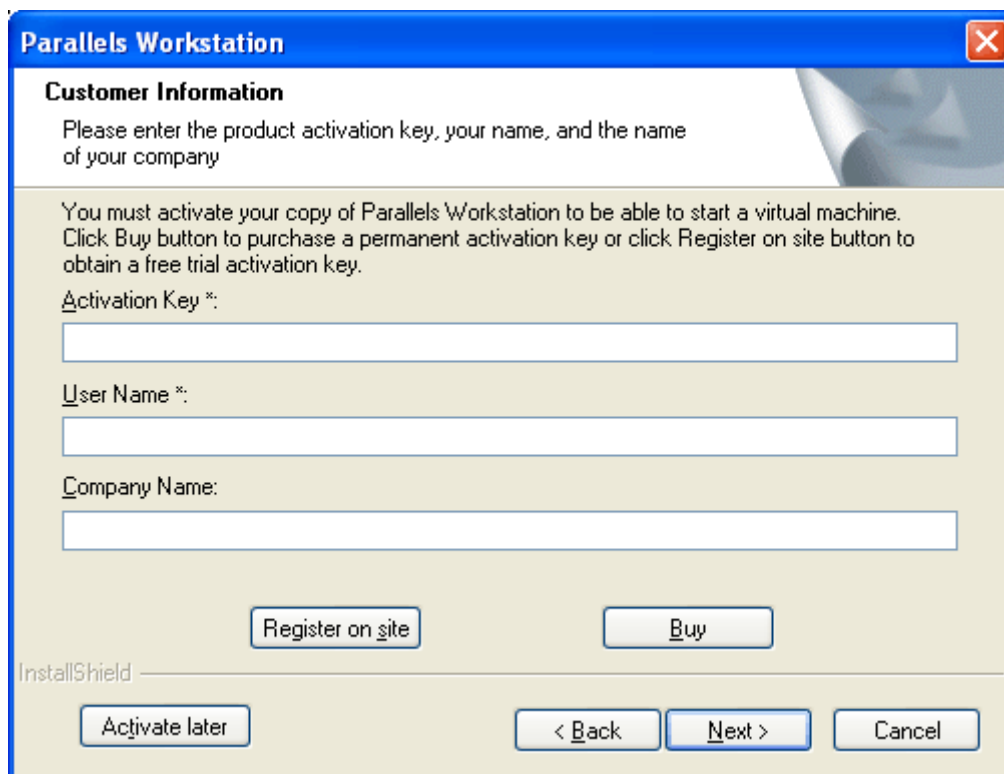


The screenshot shows a dialog box titled "Parallels Workstation" with a blue header and a close button (X) in the top right corner. The main title is "User Registration" and the instruction is "Please provide us with your contact information". Below this, a paragraph explains that a valid email and user name are required for a free trial activation key, and that a trial key will be emailed. It also mentions a "Skip registration" button. The form contains three text input fields: "E-mail *:" (empty), "User Name *:" (containing "Your Name"), and "Company Name:" (containing "Name of your company"). There is a checked checkbox for "I want to receive news from Parallels to my E-mail". At the bottom, there are five buttons: "Register on site", "Buy", "Skip registration", "< Back", and "Next >". A "Cancel" button is also present at the bottom right. The "InstallShield" logo is visible in the bottom left corner.

- 4 In the **Customer Information** window, activate your copy of Parallels Workstation. To do this, enter your **Activation key** by typing it directly into the field or by using the copy-paste method. The **User Name** and **Company Name** fields are optional. To skip this step, click the **Activate later** button. You can activate the product when it is installed by choosing **Activate Product** from the **Help** menu.

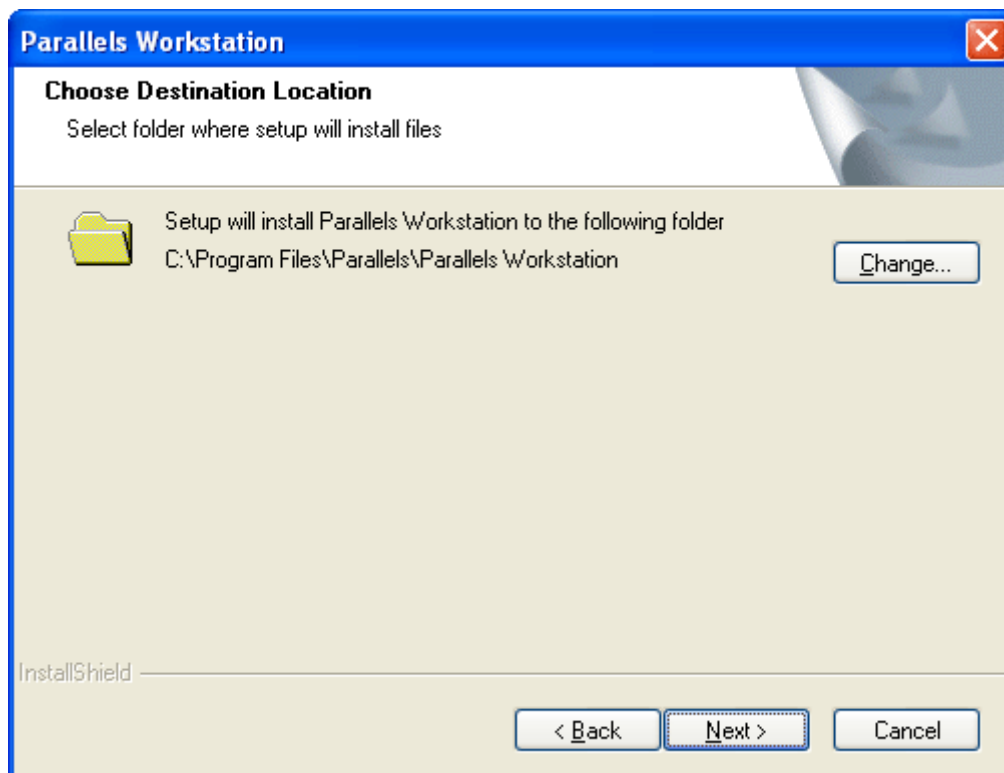
Click the **Register on site** button to register at the Parallels web site in order to get a trial activation key.

Click the **Buy** button to purchase a permanent activation key at the Parallels Online Store. Click **Next**.



The dialog box is titled "Parallels Workstation" and has a close button (X) in the top right corner. The main heading is "Customer Information". Below the heading, there is a sub-heading "Customer Information" and a prompt: "Please enter the product activation key, your name, and the name of your company". A note states: "You must activate your copy of Parallels Workstation to be able to start a virtual machine. Click Buy button to purchase a permanent activation key or click Register on site button to obtain a free trial activation key." There are three input fields: "Activation Key *:", "User Name *:", and "Company Name:". Below the input fields are two buttons: "Register on site" and "Buy". At the bottom, there is an "InstallShield" logo and three buttons: "Activate later", "< Back", "Next >", and "Cancel".

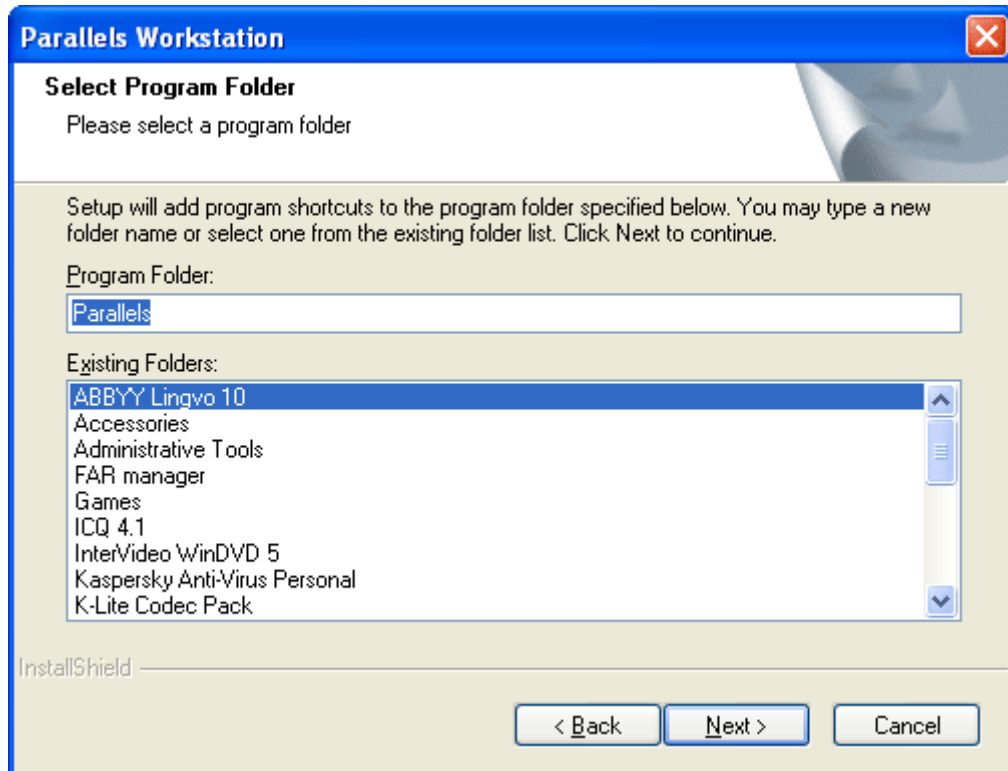
- 5 In the **Choose Destination Location** dialog box specify a folder where Parallels Workstation will be installed. To install it to the folder other than the default one, click the **Change** button. Note that Parallels Workstation must be installed only on the boot disk.



The dialog box is titled "Parallels Workstation" and has a close button (X) in the top right corner. The main heading is "Choose Destination Location". Below the heading, there is a sub-heading "Choose Destination Location" and a prompt: "Select folder where setup will install files". A folder icon is shown next to the text: "Setup will install Parallels Workstation to the following folder" and "C:\Program Files\Parallels\Parallels Workstation". To the right of this text is a "Change..." button. At the bottom, there is an "InstallShield" logo and three buttons: "< Back", "Next >", and "Cancel".

Click **Next**.

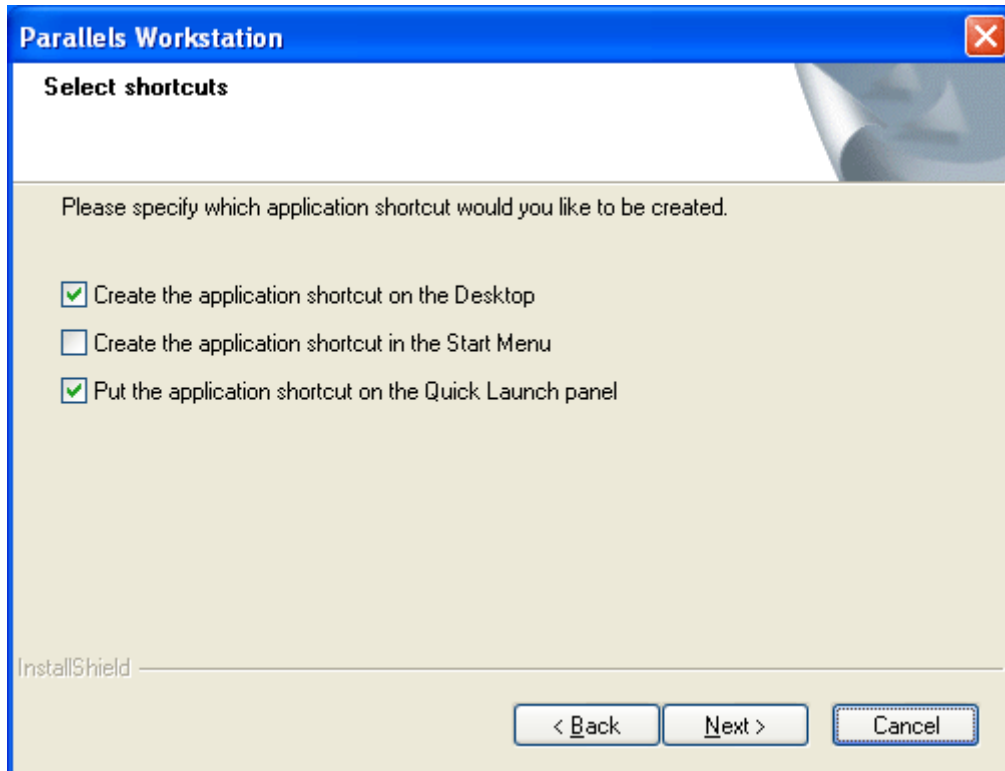
- 6 In the **Select Program Folder** dialog box specify the name for the Parallels Workstation folder in the **Programs** list of the Windows **Start** menu.



By default, the folder name is **Parallels**. However, you may choose one of the existing folders or type the name directly into the field.

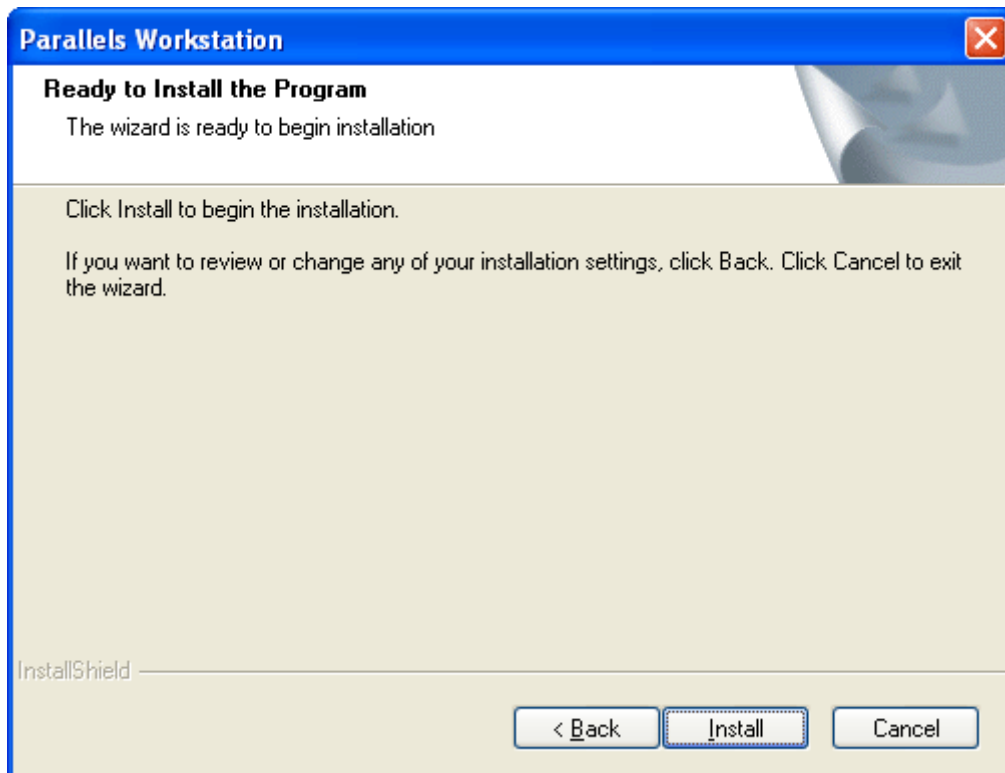
Click **Next**.

- 7 In the **Select shortcuts** dialog box, specify what shortcuts should be created for Parallels Workstation. (The Windows Quick Launch panel is located on the taskbar.)

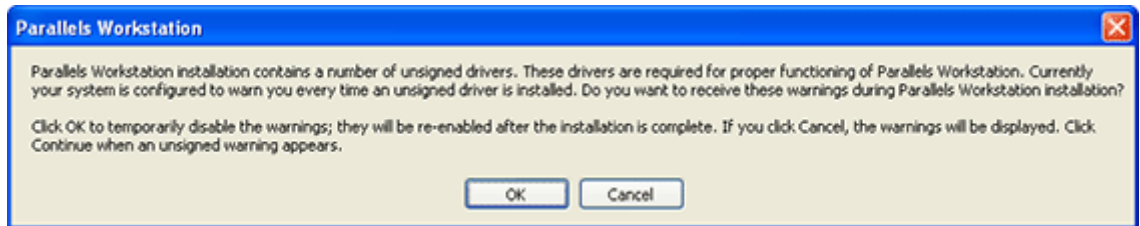


Click **Next**.

- 8 In the **Ready to Install the Program** dialog box, click **Install** to start the Parallels Workstation installation or click the **Back** button to return to the previous steps.



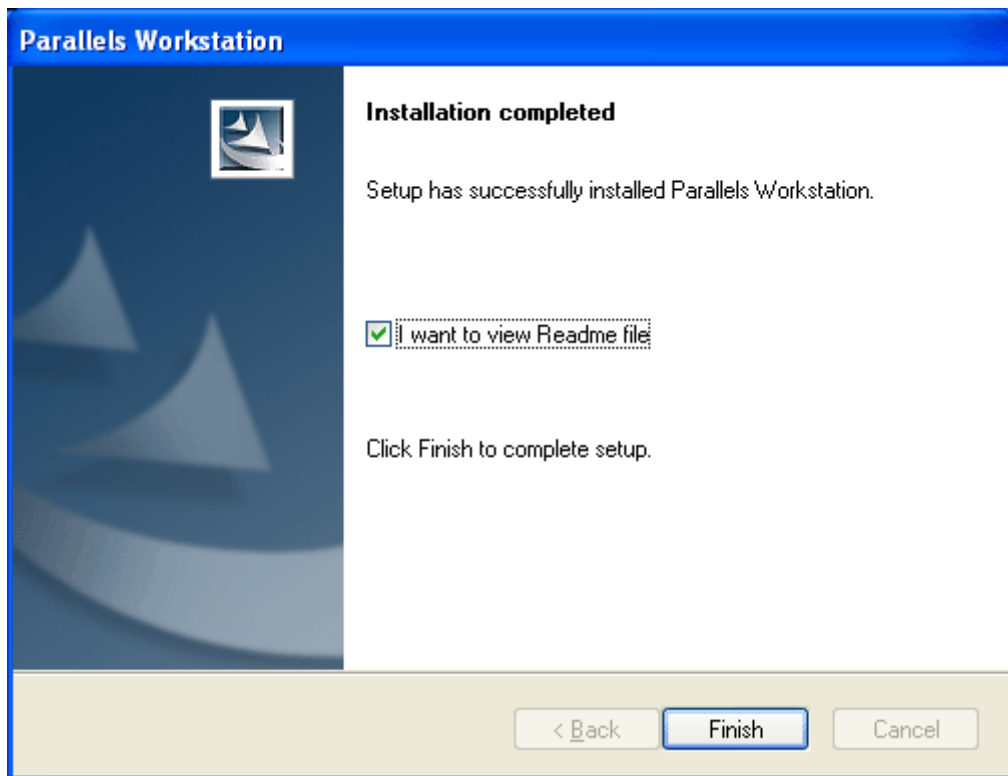
- 9 If your Windows primary operating system is configured to warn you every time an unsigned driver is installed, you will see the following message:



Click **OK** to disable the unsigned driver warnings during Parallels Workstation installation. They will be re-enabled later when the installation is complete.

If your system is configured to block the unsigned drivers installation, you will receive similar message prompting you to allow the installation of these drivers. Click **OK**. Otherwise, Parallels Workstation can not be installed at all.

- 10 You can see the installation progress shown in the **Setup Status** dialog box.
- 11 When Parallels Workstation is installed, the Setup displays the following dialog box:



To open the Readme file in Notepad select the **I want to view Readme file** option.

To complete the installation, click **Finish**.

Starting Parallels Workstation

To start Parallels Workstation

- In the Windows **Start** menu, select **Programs --> <Parallels Folder Name> --> Parallels Workstation** where **<Parallels Folder Name>** is the folder in the Windows **Start** menu that you chosen for Parallels Workstation during the installation.
- You may also start Parallels Workstation by double-clicking its icon on the desktop, by single-clicking its shortcut in the **Start** menu, or by single-clicking its icon in the **Quick Launch** panel, if you have added the corresponding shortcuts during the installation.

To exit Parallels Workstation

- Choose **Exit** from the **File** menu
- Click the **Close** button on the title bar of the Parallels Workstation window.

Creating a Virtual Machine

The process of creating a ready-to-use virtual machine includes the following steps:

- Creating a virtual machine configuration, that is the virtual machine with a set of virtual hardware.
- Installing an operating system in the virtual machine; such operating system is called the guest operating system. You must have a full (not OEM) version of the operating system you wish to install.
- Installing Parallels Tools. Available for both Windows XP and Vista.

The procedure of creating virtual machines is generally the same in all the supported primary operating systems.

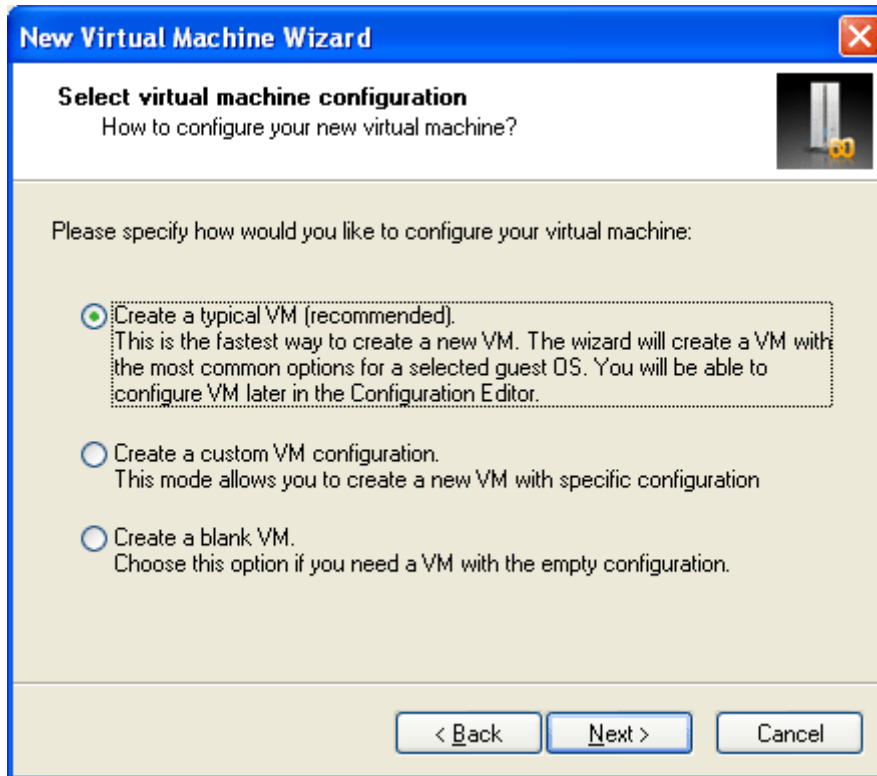
An easiest way to create a virtual machine configuration

Here we will describe how to create a virtual machine configuration for further installation of Windows Vista or Windows XP as a guest OS.

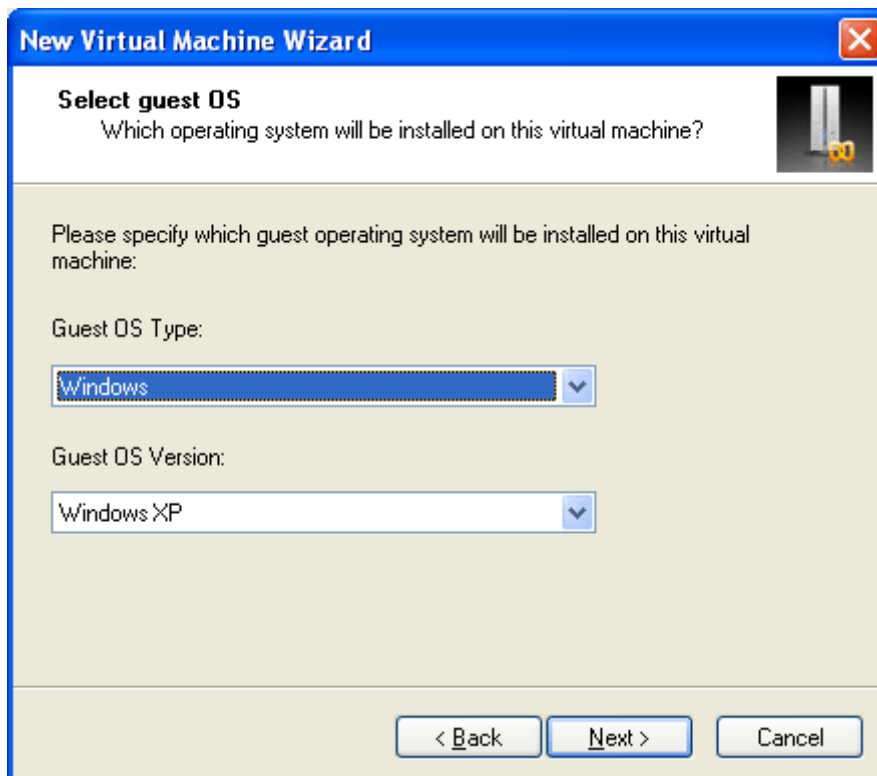
- 1 When you start Parallels Workstation for the first time, the **Welcome** window of New Virtual Machine Wizard appears:



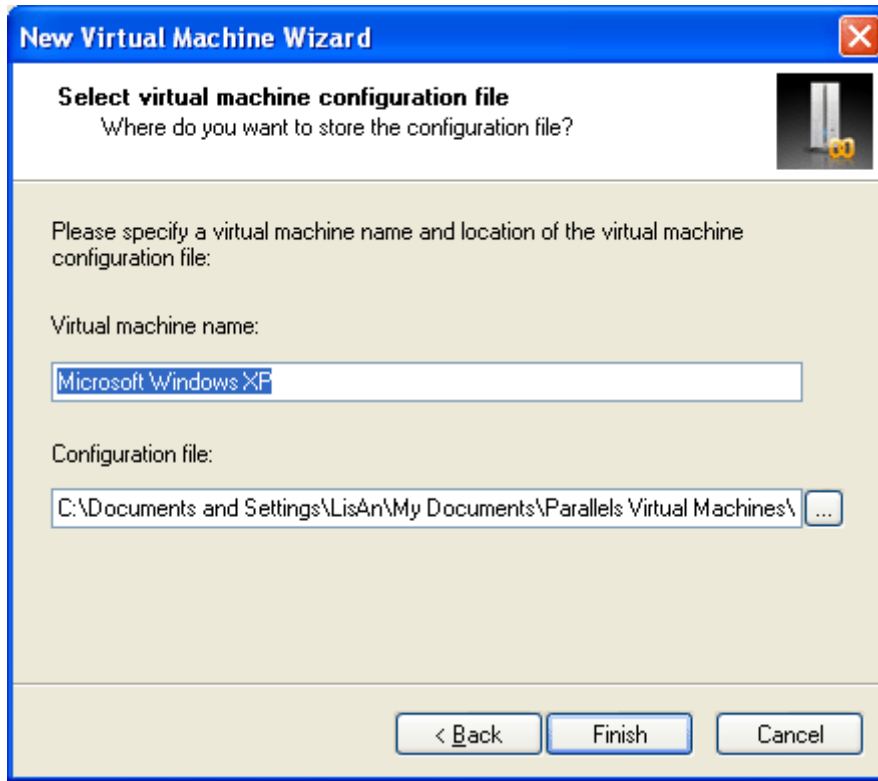
- 2 Click the **Next** button in the **New Virtual Machine Wizard** window.



- 3 In the next dialog box make sure that the **Create a typical VM** option, is selected. If you are new to virtualization, do not select another option. The easiest way of creating a virtual machine is to create a typical one. Click **Next**.



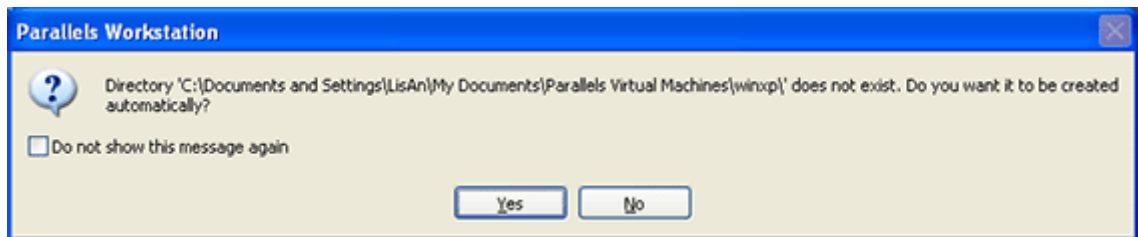
- 4 In the next dialog, specify the guest operating system you are going to install in the virtual machine: **Windows** family from the first pop-up menu and the version (**XP** or **Vista**) from the second one. Click **Next**.



Specify a name for your virtual machine. By default, the wizard will name the virtual machine after the guest operating system you've selected. The name doesn't really matter unless you plan to create several VMs running the same operating system; in that case, you'll need to give them distinct names ("Windows XP for Games" and "Windows XP for Work", for example).

You can also specify the folder to store your virtual machine files. By default, the virtual machine is placed into your personal folder. Click **Finish** to create the virtual machine.


- 5 When the wizard displays the following message, click **Yes** to let Parallels Workstation create a new folder for the virtual machine.

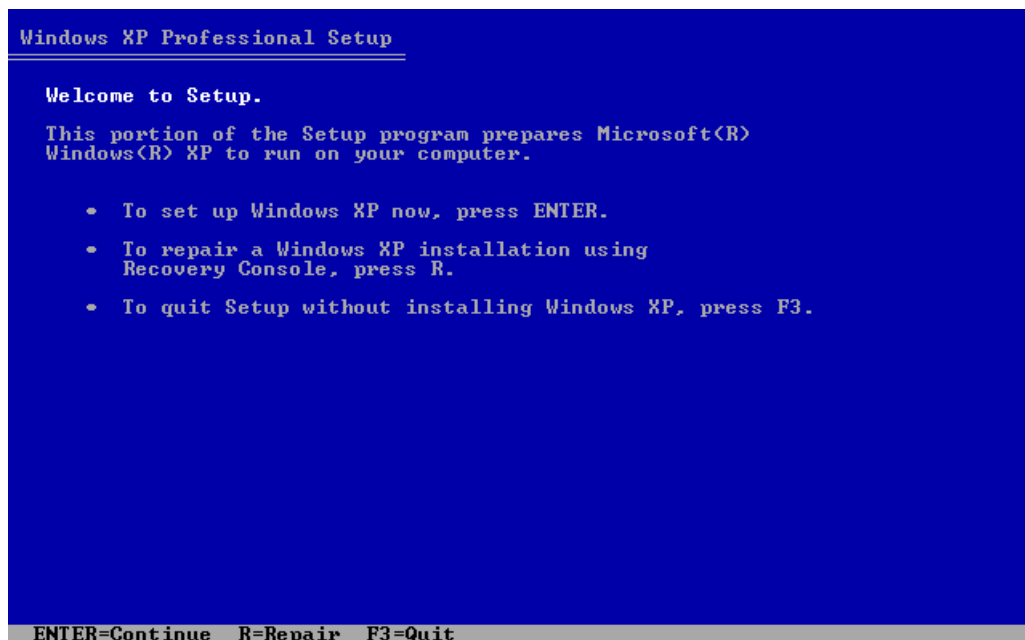


The virtual machine is created, but it is blank. You have to install the specified guest OS.

Installing Windows XP

To install the Windows XP guest operating system in your virtual machine, follow these steps:

- 1 Insert the Windows XP installation CD or DVD disc into the CD/DVD-ROM drive of your computer.
- 2 Click the **Power On**  button to start the virtual machine. The Property Page transforms to the Console window.
- 3 The Installation starts, and the **Welcome to Setup** screen appears.



Both your physical computer and the virtual machine emulated in it use the same mouse and keyboard devices. To use your keyboard and mouse inside the virtual machine, click anywhere inside the virtual machine's Console window.

Note. To release the keyboard and mouse input back for using them in the primary OS press **Ctrl+Alt** at any time.

After this press **Enter** on your keyboard.

- 4 The license agreement is displayed on the screen. To scroll it down press the Page Down key. To agree press F8.

```

Windows XP Licensing Agreement
-----
Microsoft Windows XP Professional
END-USER LICENSE AGREEMENT

IMPORTANT-READ CAREFULLY: This End-User
License Agreement ("EULA") is a legal agreement between you
(either an individual or a single entity) and Microsoft
Corporation for the Microsoft software product identified above,
which includes computer software and may include associated
media, printed materials, "online" or electronic documentation,
and Internet-based services ("Product"). An amendment or
addendum to this EULA may accompany the Product. YOU AGREE TO BE
BOUND BY THE TERMS OF THIS EULA BY
INSTALLING, COPYING, OR OTHERWISE USING THE
PRODUCT. IF YOU DO NOT AGREE, DO NOT INSTALL
OR USE THE PRODUCT; YOU MAY RETURN IT TO YOUR
PLACE OF PURCHASE FOR A FULL REFUND.

1. GRANT OF LICENSE. Microsoft grants you the following rights
provided that you comply with all terms and conditions of
this EULA:

* Installation and use. You may install, use, access,
display and run one copy of the Product on a single
computer, such as a workstation, terminal or other device
("Workstation Computer"). The Product may not be used
by more than two (2) processors at any one time on any

F8=I agree  ESC=I do not agree  PAGE DOWN=Next Page

```

- 5 In the lower part of the following screen, the Setup displays the list of hard disks and partitions available in the virtual machine. For a new virtual machine this list contains only one item: the unpartitioned space. Press Enter to create a partition on the unpartitioned space.

```

Windows XP Professional Setup
-----

The following list shows the existing partitions and
unpartitioned space on this computer.

Use the UP and DOWN ARROW keys to select an item in the list.

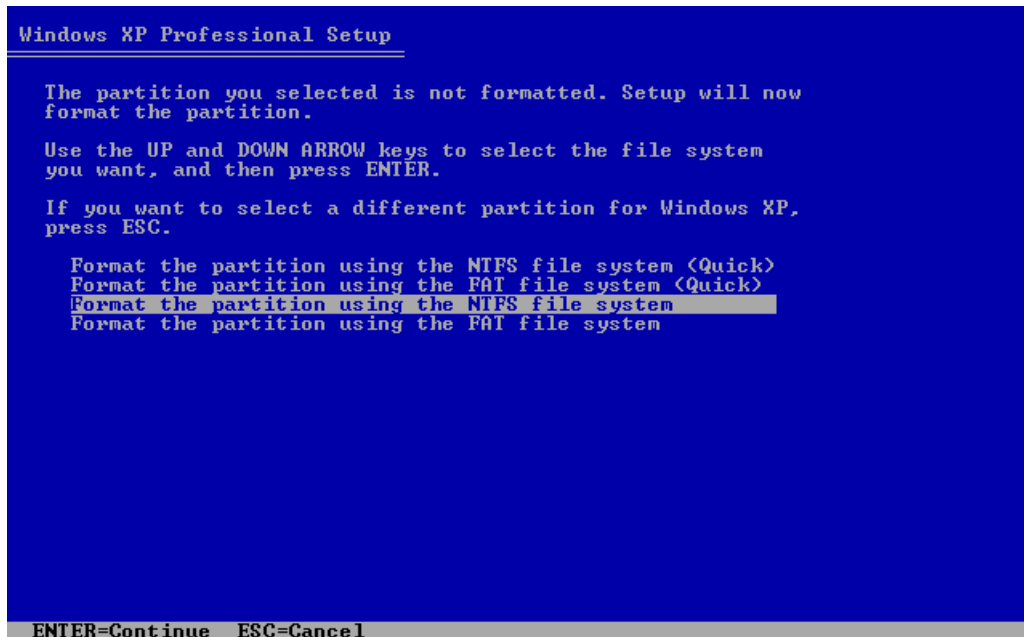
• To set up Windows XP on the selected item, press ENTER.
• To create a partition in the unpartitioned space, press C.
• To delete the selected partition, press D.

31997 MB Disk 0 at Id 0 on bus 0 on atapi [MBR]
-----
Unpartitioned space 31997 MB
-----

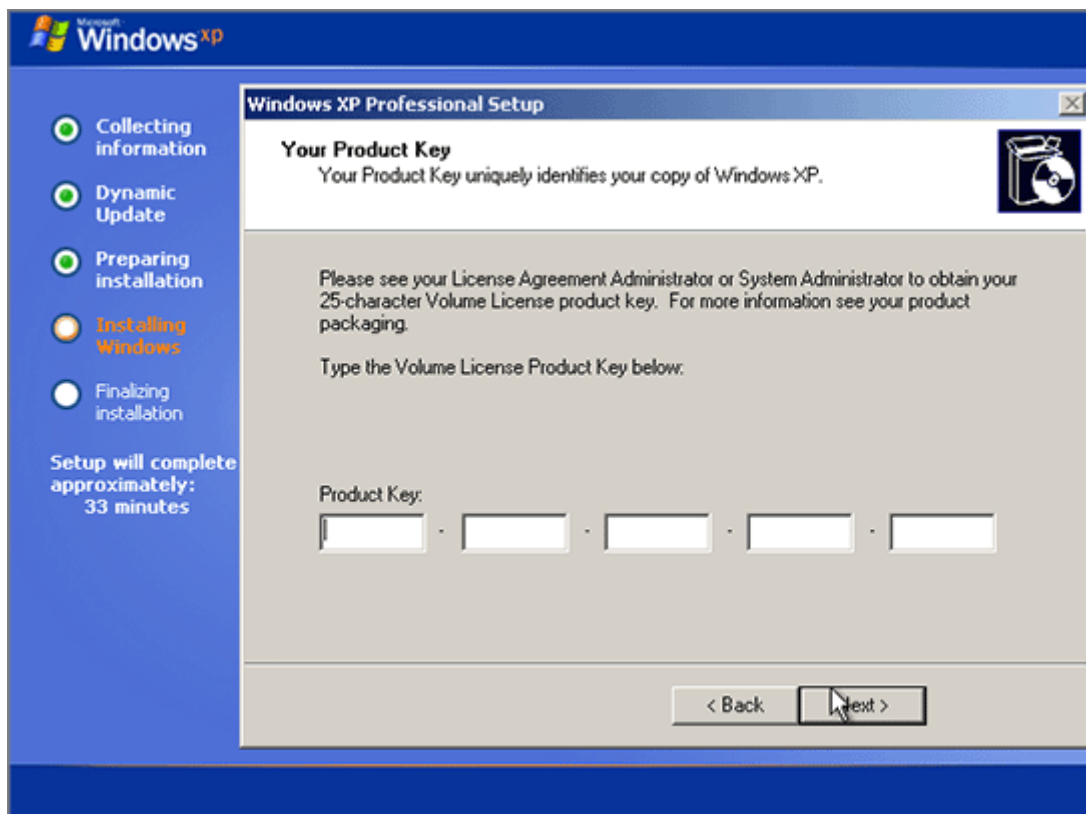
ENTER=Install  C=Create Partition  F3=Quit

```

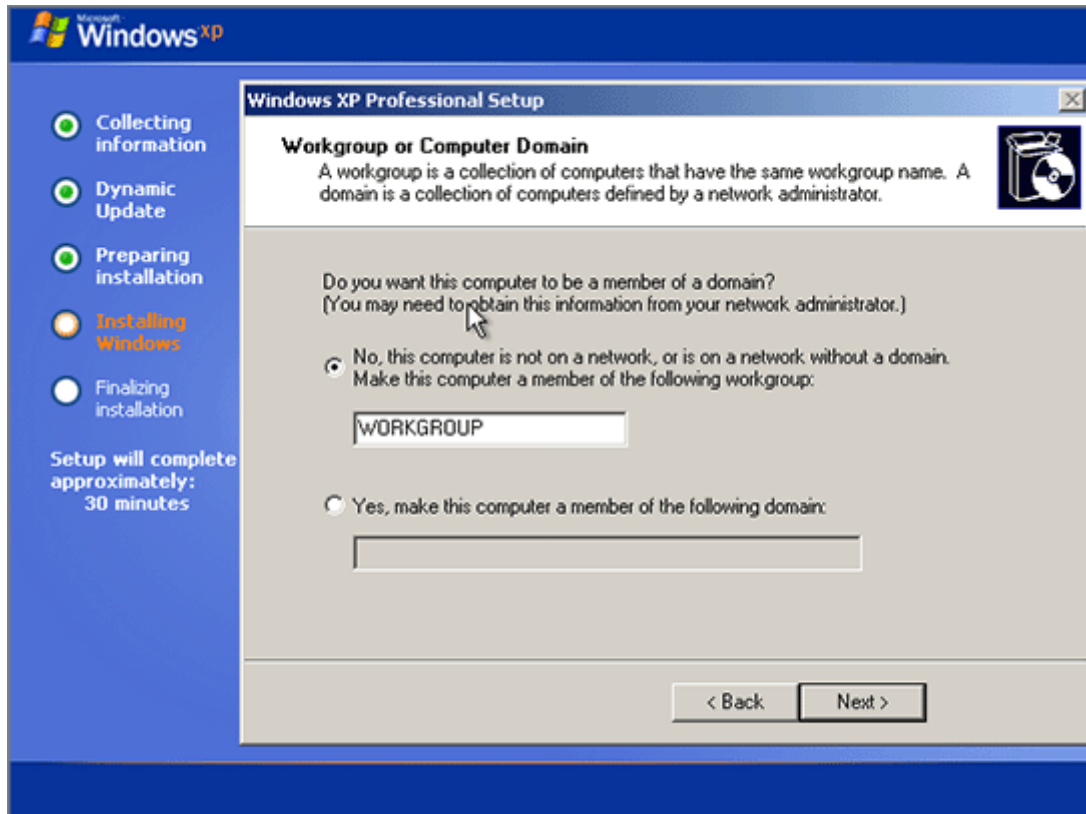
- 6 On the next screen choose the file system for that new partition that will be the system volume in your virtual machine. Select the type of file system and mode of formatting and press Enter. Formatting to NTFS is recommended.



- 7 The virtual machine will restart automatically. The text stage of the installation has completed. During the next (GUI) stage, dialog boxes will be used.
- 8 Specify your **Regional and Language Options** and click **Next**.
- 9 Enter the license key and click **Next**.



- 10 On the next several screens you will be prompted to enter the computer name and administrator password, select your date and time zone. When prompted to specify your network settings, select **Typical**.
- 11 Next, you should specify whether your computer will be a member of a domain. If you are creating a virtual machine for running it in corporate environment, ask the system administrator whether you should specify the domain. Otherwise, choose the first option to make your virtual machine a member of the workgroup.

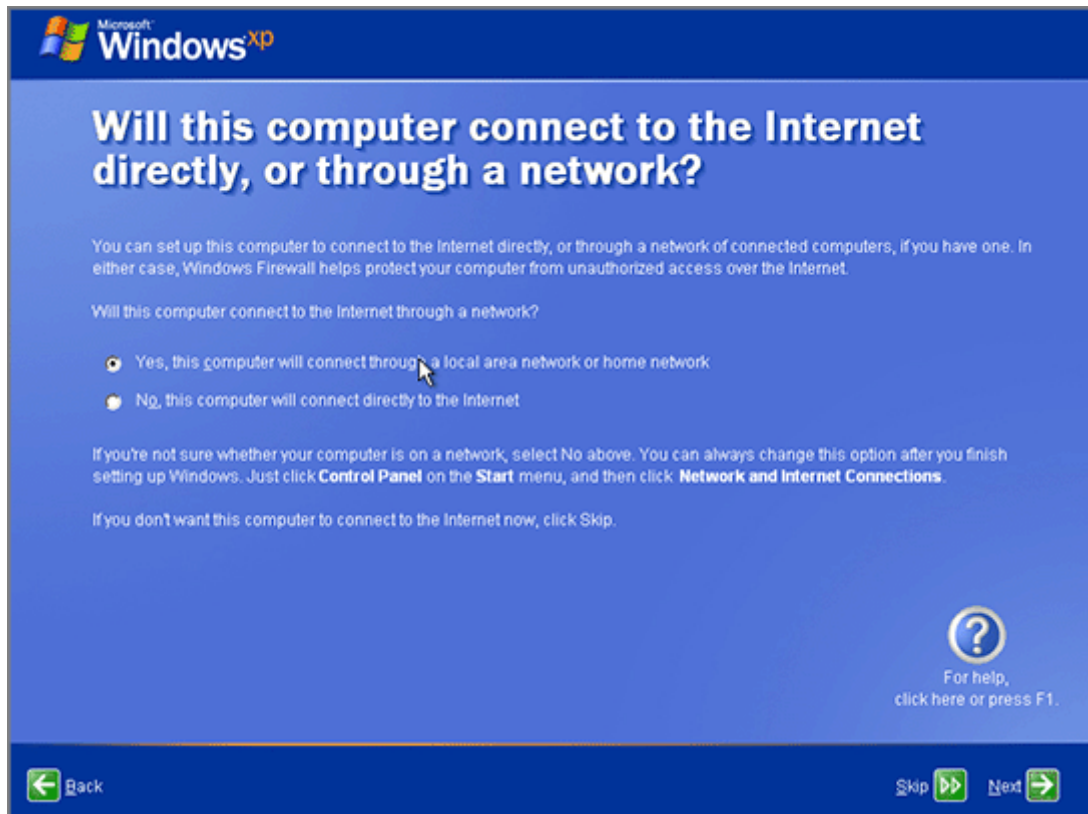


- 12 After that, Setup adjusts the Display Settings for better image quality.

- 13 In the **Help protect my PC** screen indicate whether you want to turn on the Automatic Updating feature. It is recommended to enable the Automatic Updates feature.



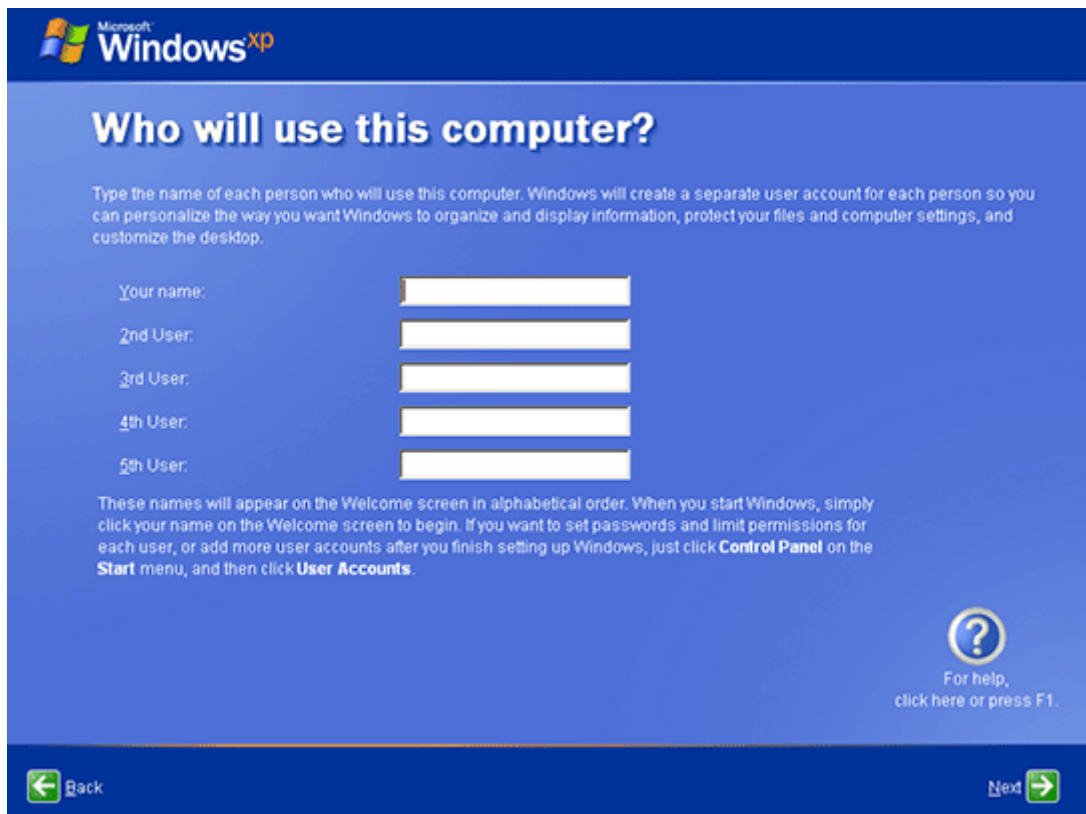
- 14 On the next screen, choose the way your computer will be connected to the Internet. Select **Yes**.



- 15 If you want to register with Microsoft select **Yes** on the following screen.



- 16 When prompted, create user accounts for each person who will use this virtual machine.



The installation of Windows XP is complete. But there is one more operation the you should perform before you can use the virtual machine - install Parallels Tools.

Installing Windows Vista

Only the following editions of Windows Vista are supported as guest OSes in Parallels virtual machines: Ultimate, Enterprise, or Business.

Insert the installation CD/DVD disc into the appropriate drive of your computer.

The Windows Vista installation starts as soon as you click the **Power On** button. The installation wizard guides you through the following steps:

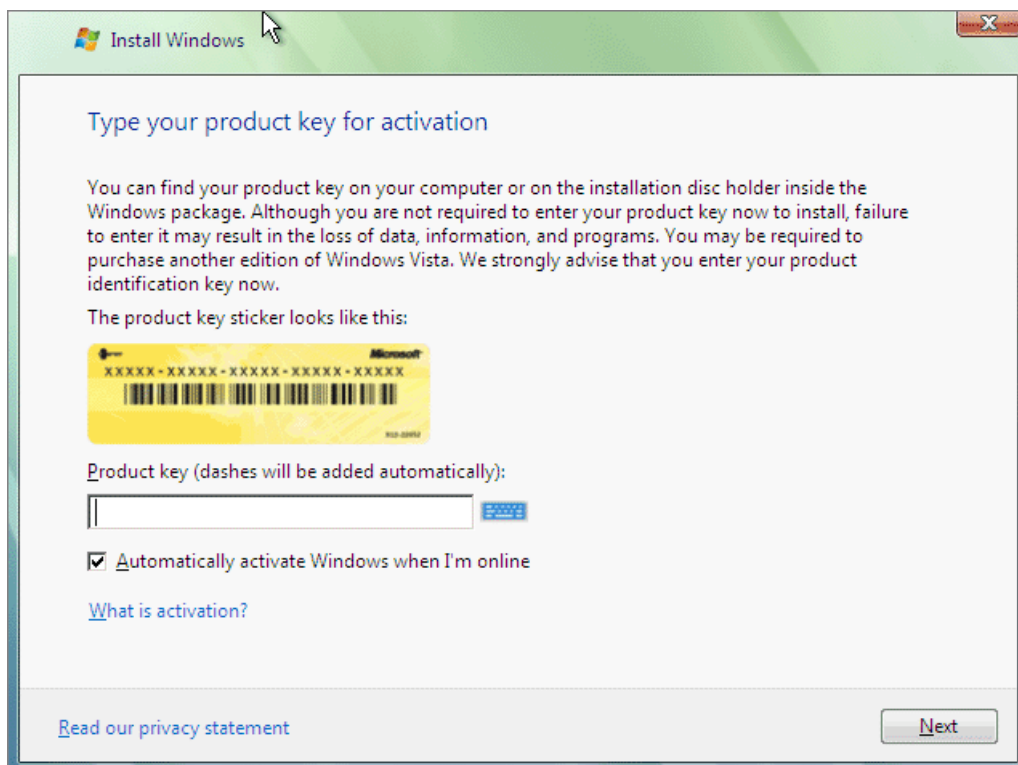
- 1 Once Windows loads the necessary files, you will be prompted to set the language and other national preferences. Click **Next** to proceed.



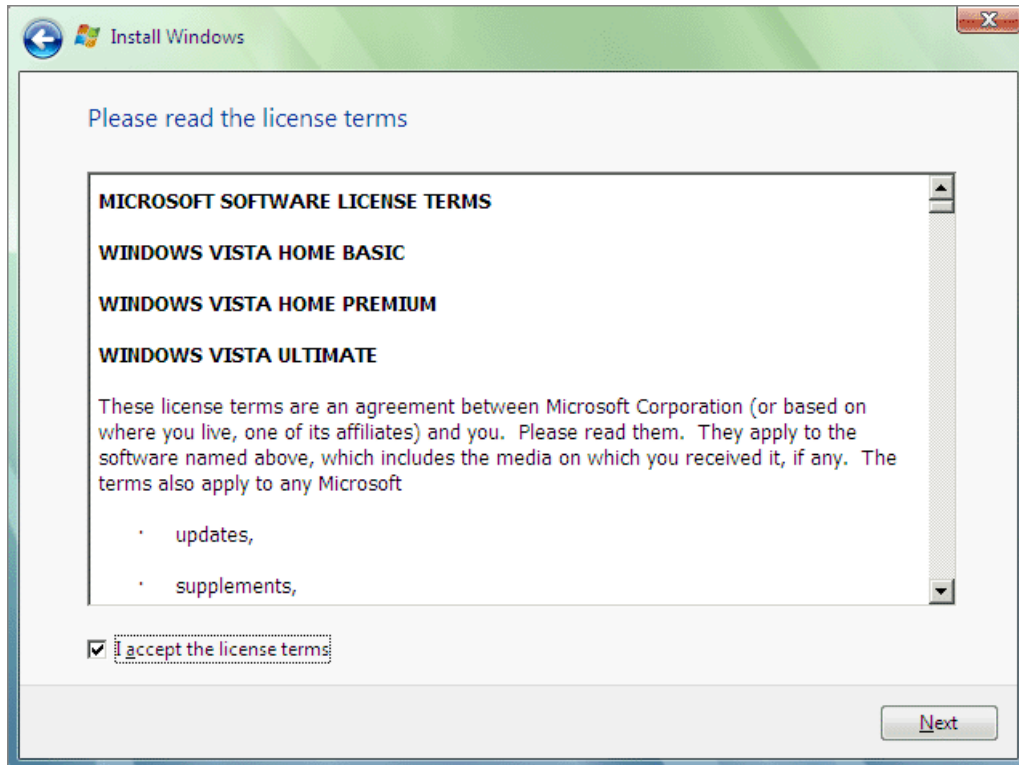
- 2 On the next screen click **Install now**.



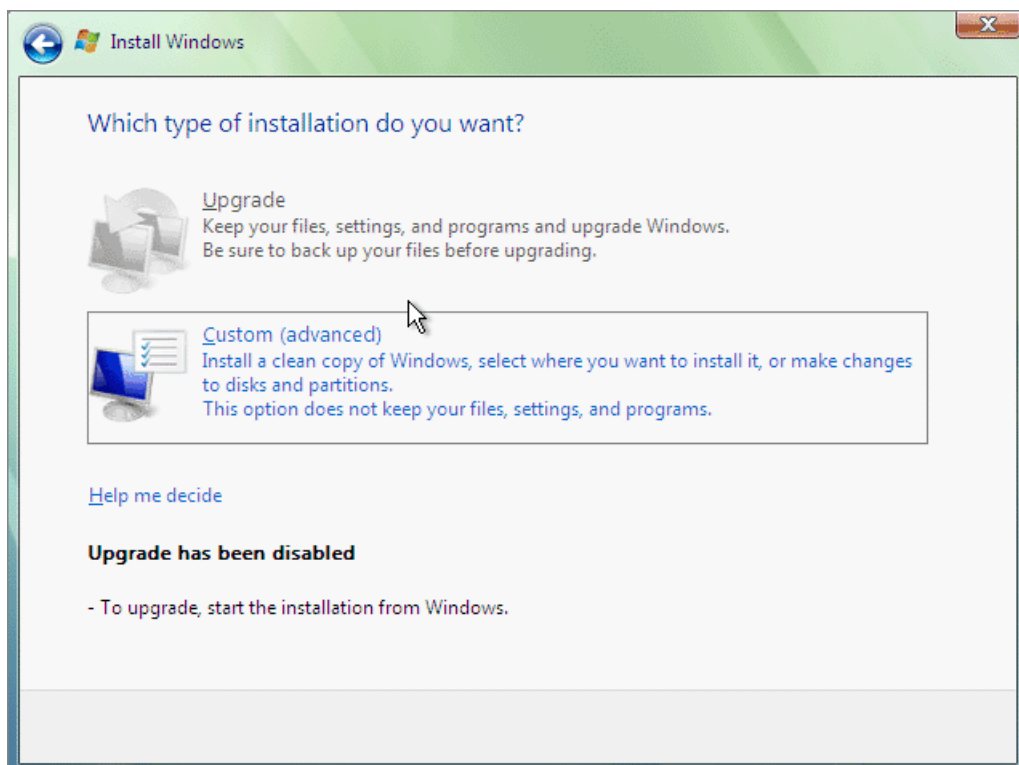
- 3 Enter your product key. Click **Next**.



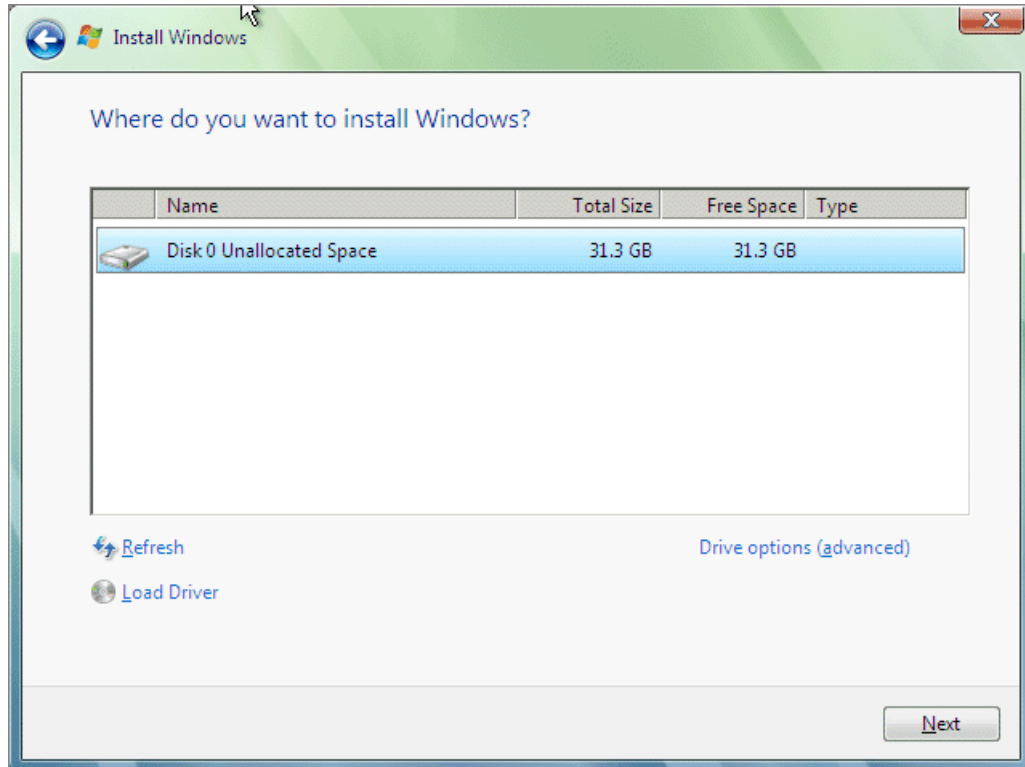
- 4 Read the license terms and select **I accept the license terms** if you agree. Click **Next**.



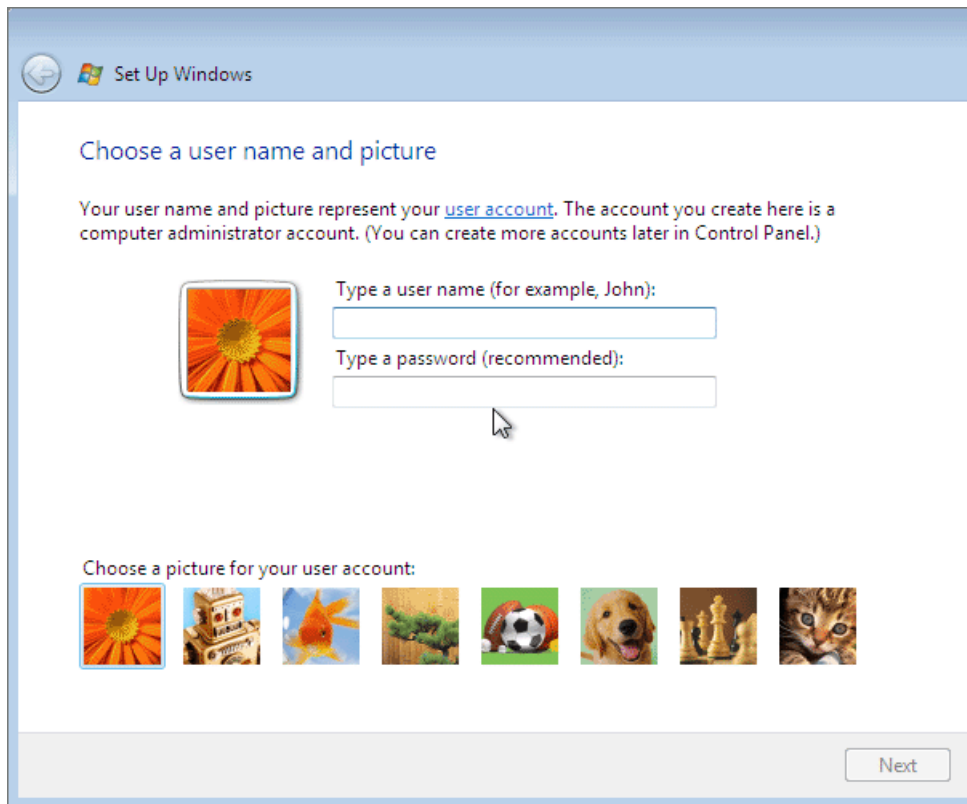
- 5 Click the **Custom installation** option.



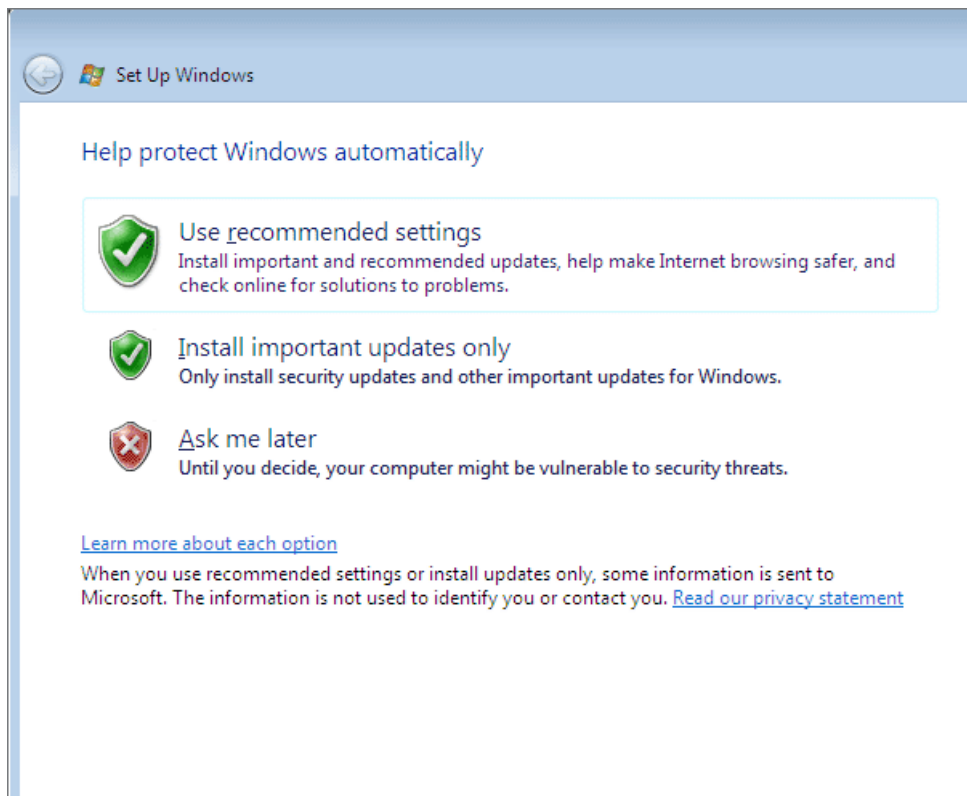
- 6 On the next screen select the unpartitioned hard disk and click **Next**; all the space will be allocated for one partition. If you want to create several partitions, click **Driver options (advanced)** and partition the virtual hard disk specifying the size for each partition. When the disk is partitioned, click **Next**.



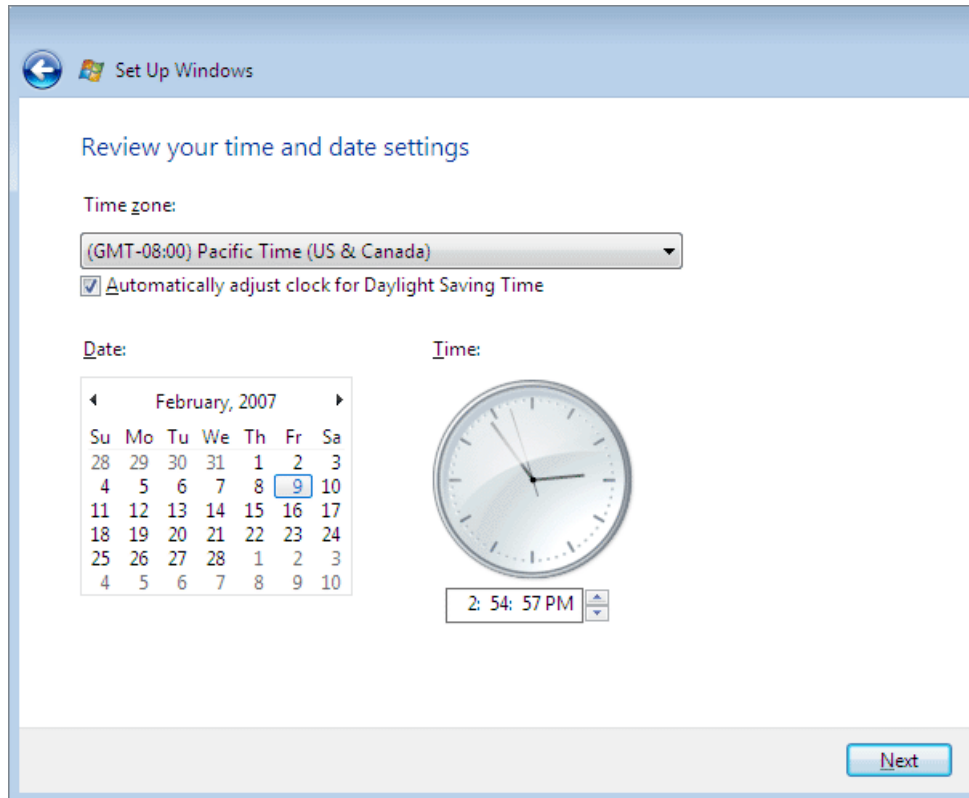
- 7 Once all the necessary files are copied, you will be prompted to enter a user name. In case you want to protect your Windows by a password you will have to enter it twice and provide a hint that can help you in case you forget the password. Click **Next**.



- 8 On the next screen choose the way of enhancing your Windows security. Click the desired option.



- 9 On the next screen set the time and date. If everything is correct, click **Next**.



- 10 On the next screen click **Start**. Enter the password, if prompted.

When the installation is complete, you can eject your installation CD or DVD, or disconnect the disc image.

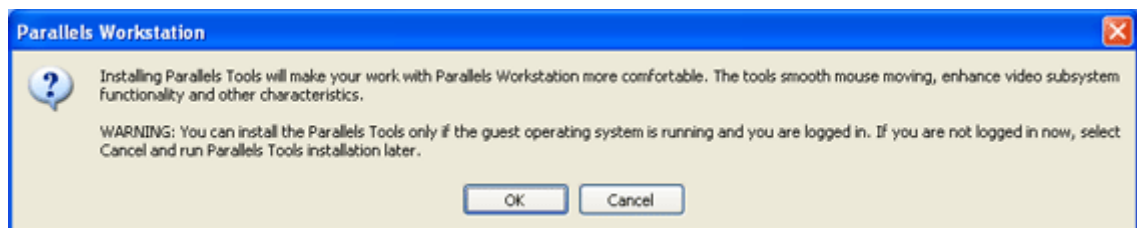
Installing Parallels Tools

When the installation of Windows XP is complete, you can start working with your virtual machine.

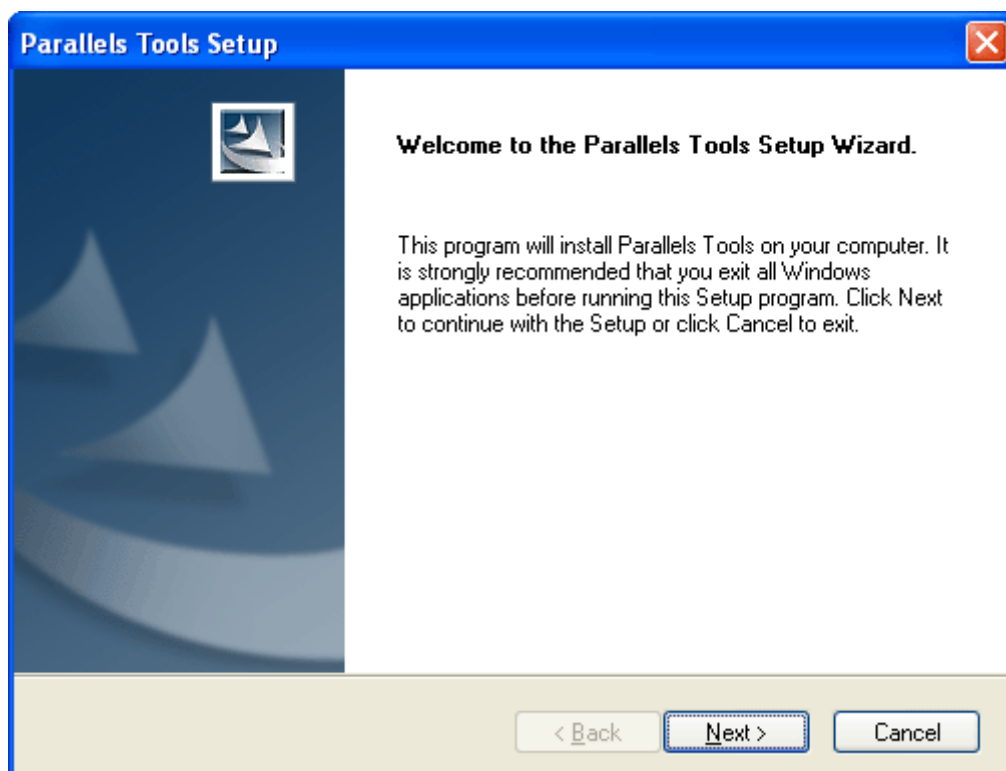
But consider installing Parallels Tools first. After installation of Parallels Tools you don't have to press the special key combination (**Alt+Enter**) to release your mouse and keyboard input to the primary operating system each time you want to switch to it or its applications - just click anywhere outside the Guest OS window to switch. Parallels Tools will also let you use shared folders to transfer the data between the guest and the primary OSes. The Tools will also enhance the performance of your virtual machine in many other aspects.

To install Parallels Tools

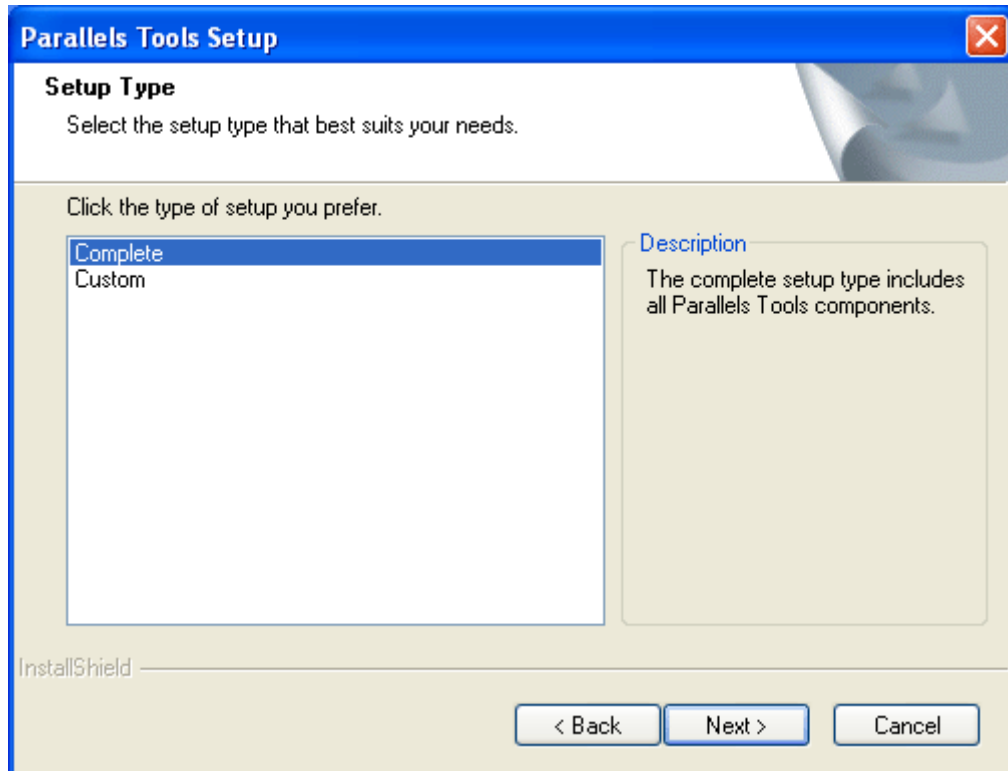
- 1 Choose **Install Parallels Tools** from the Parallels Workstation **VM** menu.
- 2 When you see this message, click **OK**.



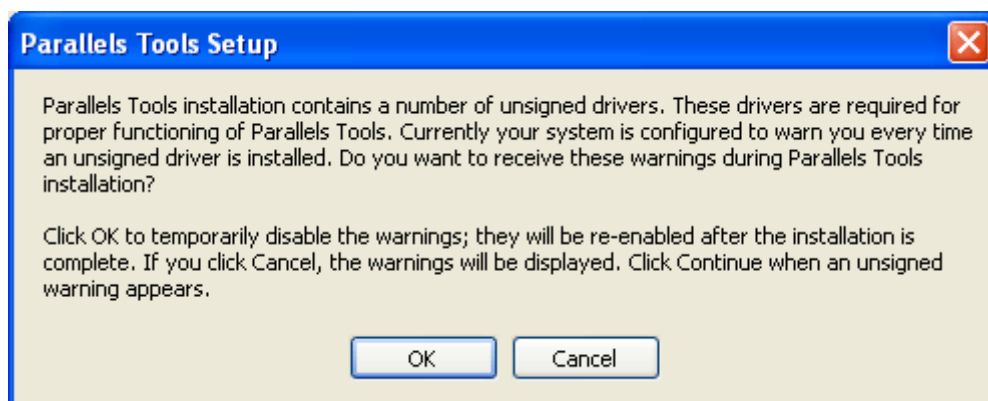
- 3 In the **Welcome** window of the Parallels Tools Setup wizard click **Next**.



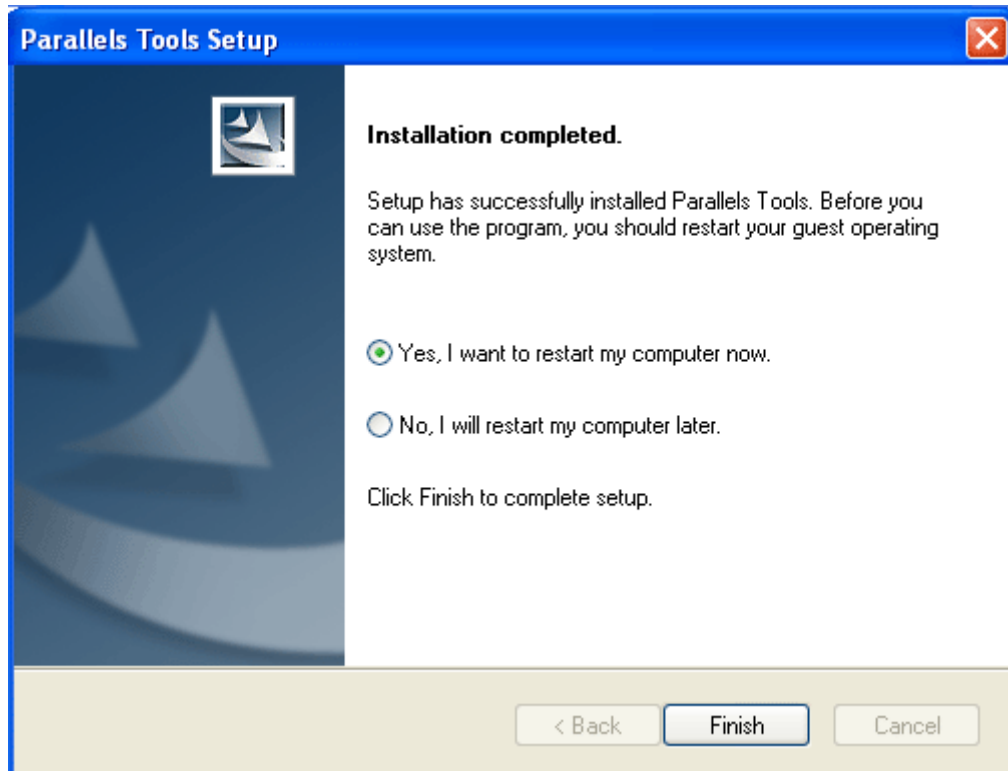
- 4 In the **Choose Destination Location** window click **Next** to install Parallels Tools in the default folder.
- 5 In the **Setup Type** window make sure that the *complete* type of setup is selected. Click **Next**.



- 6 In the **Select Program Folder** window click **Next**. The default folder will be used.
- 7 The **Check Setup Information** window displays the options selected. Click **Next** to begin the installation.
- 8 Click **OK** in the unsigned drivers warning dialog box.



- 9 After the wizard finishes to copy the files, click **Finish** in the **Installation Completed** window.



After the restart the virtual machine will be ready for work.

Starting, Stopping and Resetting a Virtual Machine

Starting a Virtual Machine

When you start Parallels Workstation, the last used virtual machine will be opened by default.

To start up the virtual machine just click the **Power On**  button on the Parallels Workstation toolbar (or choose **VM -> Power On**).


The virtual machine switches on, and you can see the booting of the guest OS in the Parallels Workstation window.

Stopping a Virtual Machine

The same rules are applied to turning off /resetting a virtual machine as to turning off /resetting a physical computer.

First, shut down a guest operating system by using the guest OS "shut down" command (such as **Start -> Shut Down** or **Start -> Turn off Computer** in Windows). It is **STRONGLY RECOMMENDED** that you shut down the virtual machine in this way to ensure safety of your data. Then close the Parallels Workstation window.

Only if you are unable to shut down the guest OS this way, you may use the Parallels Workstation controls to stop it. To stop a virtual machine anyway, do one of the following:

- Click the **Power Off**  button on the Parallels Workstation toolbar.
- Select **Power Off** from the **VM** menu.


The virtual machine will be stopped immediately.

Resetting a Virtual Machine

First, restart a guest operating system by using the guest OS "restart" command (such as **Start -> Shut Down -> Restart** or **Start -> Turn off Computer -> Restart** in Windows). It is **STRONGLY RECOMMENDED** that you restart the machine in this way to ensure safety of your data.

Only if you are unable to restart the guest OS this way, you may use the Parallels Workstation controls to stop or to reset it.

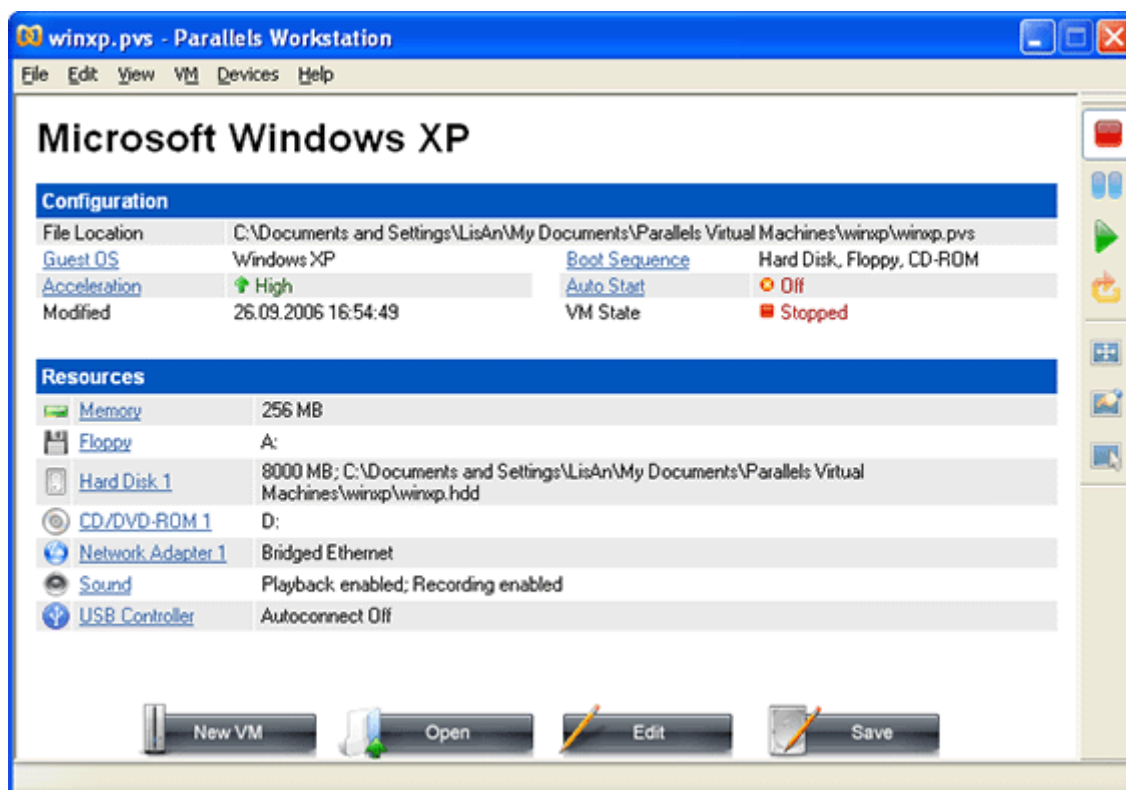
To reset a virtual machine, do one of the following :

- Click the **Reset**  button on the Parallels Workstation toolbar.
- Select **Reset** from the **VM** menu.

- Press `Ctrl+Alt+Insert` while the keyboard input is captured inside a virtual machine window.

Getting to Know the Interface

When the virtual machine is created, you will see the Parallels Workstation main window similar to that one below.



The Parallels Workstation main window displays the Property Page of the just created virtual machine and has the title bar, menu and toolbar.

Title bar








The title bar displays the title of the virtual machine, below the title you can see the Parallels Workstation menu.


Menu

Menu for Parallels Workstation contains all the controls available for Parallels Workstation and its virtual machines.

Toolbar

Toolbar (on this picture, shown to the right) has the following buttons:

-  - Start the virtual machine.
-  - Stop the virtual machine.
-  - Reset a virtual machine.
-  - Pause the virtual machine.
-  - Switch the virtual machine to the full screen mode and back to window mode.
-  - Switch the main window to Property Page view.
-  - Switch the main window to Console or Guest OS window view.

Most of the toolbar buttons become enabled when you start the virtual machine. When the virtual machine is stopped, only the **Power On**  button is enabled.

If you click a toolbar button it becomes visibly pressed.

Property Page

The virtual machine's Property Page lists the virtual machine hardware and some of the options.

The Property Page contains:

- The **Configuration** list (in the upper part of the Page) that displays the virtual machine name, the location of the configuration file, and general VM settings.
- The **Resources** list (in the middle part) that shows all the devices connected to the virtual machine and their options.
- The command buttons (in the lower part of the window).

What to Do Next

If your primary operating system is connected to the Internet, your new virtual machine can share this connection by using the Shared Networking (NAT) that is selected as a default option for a new virtual machine.

The next thing you probably will do is setting up shared folders. A shared folder is a folder in your primary operating system that is visible to your virtual machine. To learn more about using shared folders, read the **Using Shared Folders** topic in **Managing Virtual Machines** chapter. To open this chapter, choose **Contents** from the **Help** menu.

Then you can install your favorite Windows applications. For software installation you may use various types of media:

- CD/DVD-ROMs;
- ISO images of CD/DVD-ROMs made with **Parallels Image Tools** or third-party imaging products (use the **Devices** menu to connect or disconnect ISO images from CD/DVD-ROM drive at runtime);
- installation files placed into shared folders;
- local network resources or the Internet if your computer is connected to it.

Tips

- To change the configuration of the virtual machine shut down the guest OS. On the Property Page of the virtual machine click the **Configuration** link to open Configuration Editor or choose **Edit Configuration** from the **File** menu. Add or remove devices and edit their options.
- To set the virtual machine's startup options choose **Preferences** from the **Edit** menu.
- To switch to full screen mode and back press **Alt+Enter**.
- The Windows primary OS will intercept the **Ctrl+Alt+Del** key combination pressed in the guest OS. To emulate pressing **Ctrl+Alt+Del** in the guest OS choose the **Send Ctrl+Alt+Del** command from the **VM** menu or press **Ctrl+Alt+Ins**.

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