Using Windows 7 with Parallels 5.0 on your Apple Computer

MAC OS X | 10.6.3

PROPER USAGE TIPS
Your Windows 7 virtual machine needs to be treated as though it’s a physical desktop computer. It needs to be shutdown and booted up before and after use.

Starting Up Parallels
Once your parallels application is setup you simply click on your PARALLELS DESKTOP icon in your Dock to boot your Virtual Machine.

Using Datatel and Track-It
Once your virtual machine is properly booted, simply select the application you’d like to use from your windows start menu.
BOOTING UP YOUR VIRTUAL MACHINE

OPEN PARALLELS DESKTOP

Select **Parallels Desktop** in your **Dock**. Your Windows 7 Virtual Machine (VM) should startup automatically.

LOGIN TO YOUR VM

Press CTRL + ALT + DELETE on your keyboard to bring up the user login prompt. Your password is the same as your email and mac login account.

OPEN AN APPLICATION

Click on the WINDOWS icon on the bottom left portion of the screen to open the START menu. From here you have access to any applications installed on your VM.

You should now be able to open either Datatel or Track-It for use within your virtual machine. If your missing an application and need one installed, please contact your IT department.

If you’re having trouble accessing your virtual machine please contact your IT department at extension 3953. If you’re off campus please dial 661.362.3953.
Best practices for your Parallels Desktop Application

RESTART YOUR VIRTUAL MACHINE
Your VM is a computer within your computer. It needs to be started up and shutdown the same way any other computer does. If you run into trouble with an application, it’s best to restart your VM to see if the problem persists. To do that simply click on the windows logo on the bottom left of the screen, select the ARROW button to the right of the SHUTDOWN button, and select RESTART.

MAKE SURE YOUR ETHERNET IS CONNECTED
For any number of reasons your VM may loose connection to our network. If your Host machine has internet (IE: safari has an active connection) and you’re having trouble accessing a network resource, such as Internet Explorer, Datatel, or Track-It, try checking the WEB icon on the bottom right of the PARALLELS window. It should be flashing GREEN if it’s using your internet connection.

IMPROPERLY QUITTING PARALLELS
It’s possible to shutdown Parallels without shutting down your Windows Virtual Machine. When this happens you generally loose your network authentication for your virtual machine and run into a variety of issues. It’s best to simply restart your VM if you accidentally quit Parallels without shutting down your virtual machine first.

OPENING APPLICATIONS
Once your virtual machine is properly booted, simply select the application you’d like to use from your windows start menu.

SHUTTING DOWN
To shutdown your machine click on your start menu and select ShutDown. After the VM has fully turned off and the window goes black, you can quit the Parallels application by selecting PARALLELS DESKTOP at the top of your screen and selecting QUIT PARALLELS DESKTOP.

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