MEMORANDUM

To: WDCE Instructors

From: Doug DeFrank, InTech WDCE Computer Support Specialist
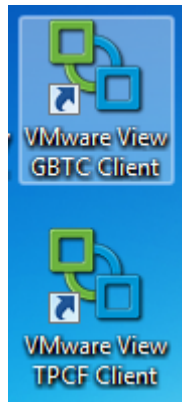
Subject: Using VMware View Virtual Machines

Overview

The purpose of this document is to guide students and instructors through the process of launching and logging in to VMware View virtual machines.
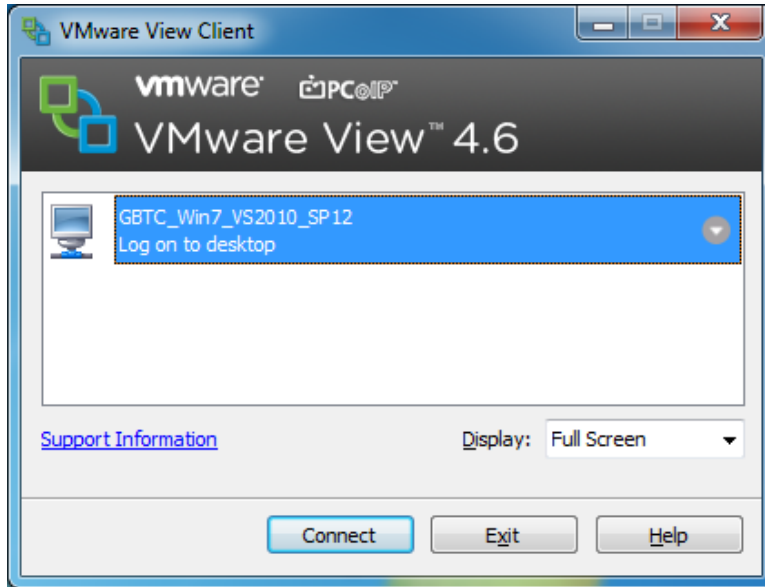
Step 1: Launch a VMware View Virtual Machine

1. From the desktop, locate and double-click on one of the two **VMware View Client** icons:

   a. The **GBTC Client** should be used from Gaithersburg and Rockville classrooms

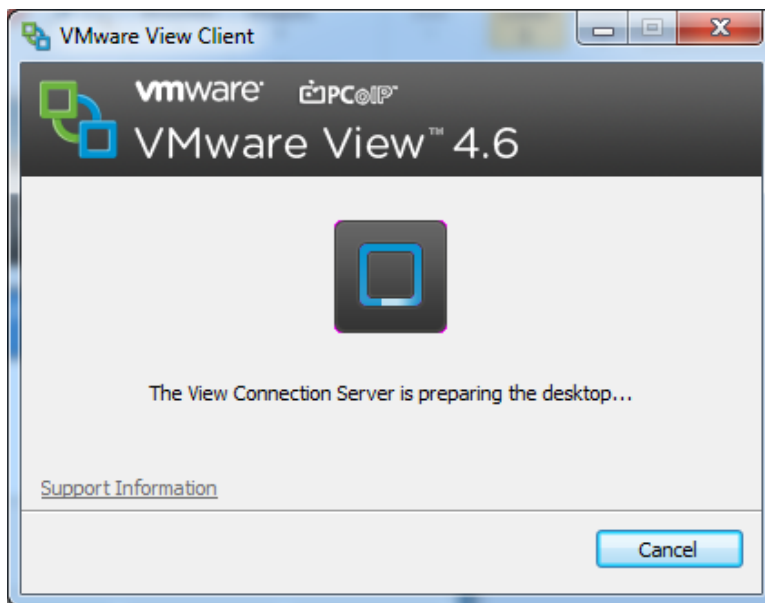   b. The **TPCF Client** should be used from Takoma Park and Westfield classrooms

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2. VMware View will go through a series of login processes. Once the login process has completed, a **VMware View Client** window will appear with a list of virtual machine choices. Click on the virtual machine you want to use and then click **Connect**.
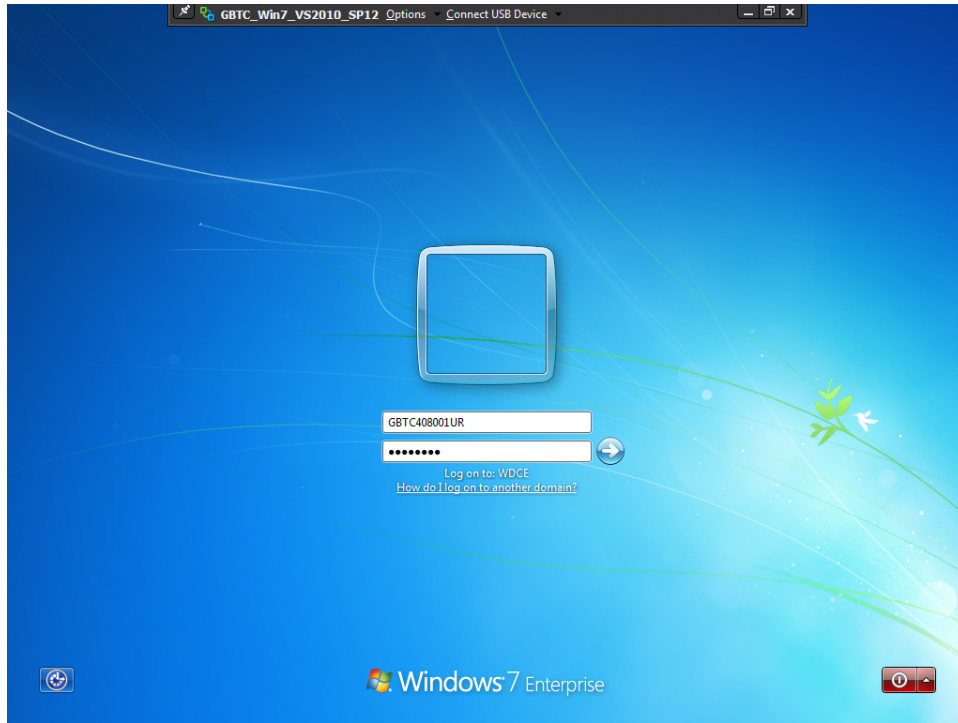

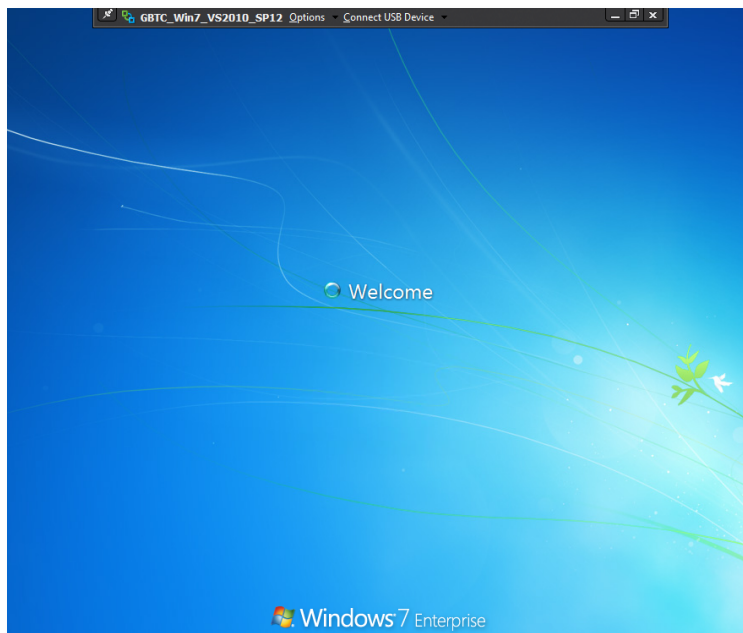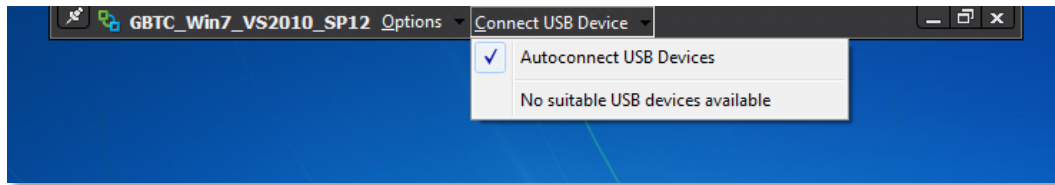3. The VMware View client will then prepare the virtual machine for use.

4. The virtual machine will then launch in a full-screen window. If presented with a login screen, enter the login credentials on your desktop monitor. (In this example, the user name is **GBTC408001UR** and the password is **password**).

5. At this point, the virtual machine will take about a minute or two to prepare for use.

6. While the VM is preparing for use, ensure that **Autoconnect USB Devices** is checked. If it is not checked, click **Connect USB Device** and select **Autoconnect USB Devices**.

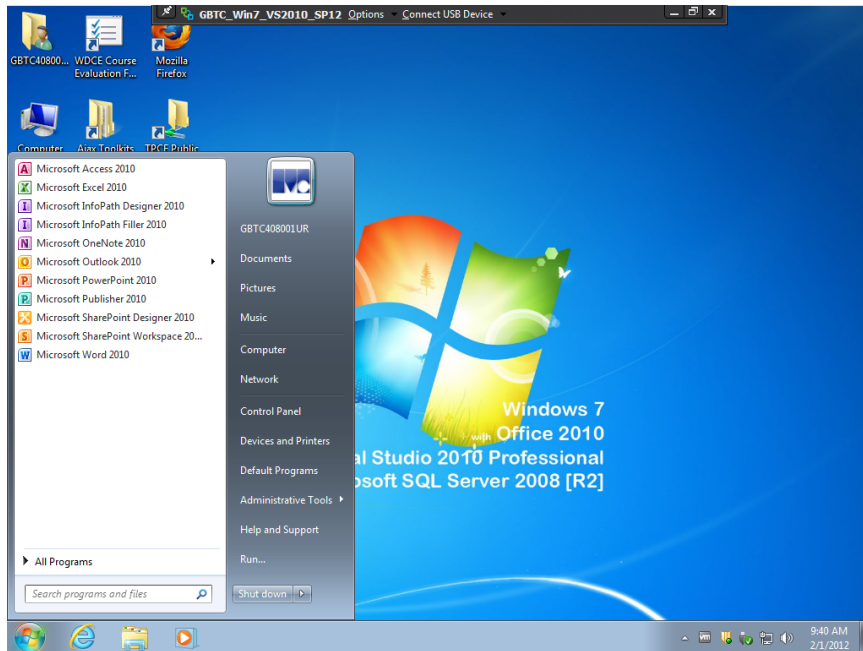## Step 2: Using the VMware View virtual machine

1. Using the VMware View virtual machine is quite similar to using a regular desktop PC.

2. The following items should automatically connect from the local desktop into the virtual machine:
    a. Sound
    b. Printers
    c. USB devices (These should be inserted *after* the virtual machine is up. Please note that it can take a moment or two for the virtual machine to recognize the new USB drive).

3. The following items will NOT automatically connect to the virtual machine:
    a. Desktop CD/DVD drives

Step 3: Shutting Down View Virtual Machines

1. When finished using the virtual machines, the best practice is to shut them down. (Click the **Windows Button** and then select **Shutdown**).

2. Similar to desktops with Deep Freeze installed, these virtual machines will reset all settings upon shutdown.

End of Process