



Parallels Desktop for Chromebook Enterprise

User's Guide

Parallels International GmbH
Vordergasse 59
8200 Schaffhausen
Switzerland
Tel: + 41 52 672 20 30
www.parallels.com

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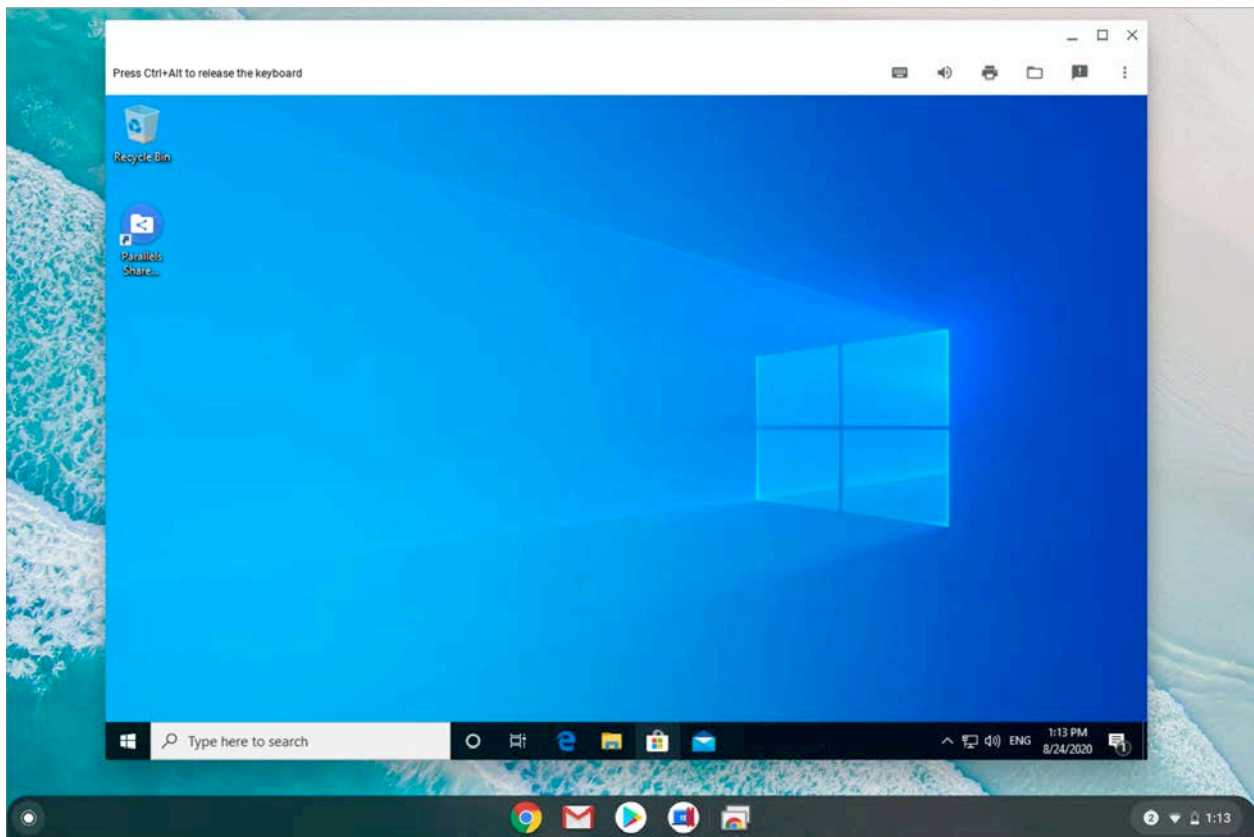
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CHAPTER 1

About Parallels Desktop

Parallels Desktop is an extension to Chrome OS that allows you to run Windows 10 and its applications on your Chromebook.

This guide describes how to use and what you can do with Parallels Desktop.



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How Parallels Desktop Works

Parallels Desktop is installed on a Chromebook remotely by your system administrator. After the installation, Parallels Desktop becomes available in Launcher.

When you first open Parallels Desktop, it starts downloading a Windows 10 virtual machine (p. 5). Once the download is complete, the virtual machine starts automatically. After it boots up, you can launch and work with Windows 10 applications.

What Is a Virtual Machine?

A virtual machine is a file or a package that is stored on a physical computer. It shares various resources (memory and CPU power, hard disk) with a Chromebook.

When started, a virtual machine looks and behaves like an independent computer with its own operating system and applications.

Virtual machines allow you to install and use other operating systems and their apps side by side with those installed on the physical computer. For example, Parallels Desktop for Chromebook allows you to use Windows 10 and Windows applications on your Chromebook.

CHAPTER 2

Install or Update Parallels Desktop

Read this chapter to learn how Parallels Desktop is installed on your Chromebook and how to change the Parallels Desktop language.

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Install Parallels Desktop

Parallels Desktop is installed on Chromebooks remotely by system administrators. After the installation, Parallels Desktop becomes available in Launcher.

Update Parallels Desktop

Parallels Desktop updates automatically together with Chrome OS.

Set the Language

The Parallels Desktop interface is localized into the following languages:

- English;
- German;
- French;
- Italian;
- Spanish;
- Japanese;
- Chinese Simplified;
- Chinese Traditional Taiwan;

- Korean;
- Brazilian Portuguese;
- Czech;
- Polish;
- Russian.

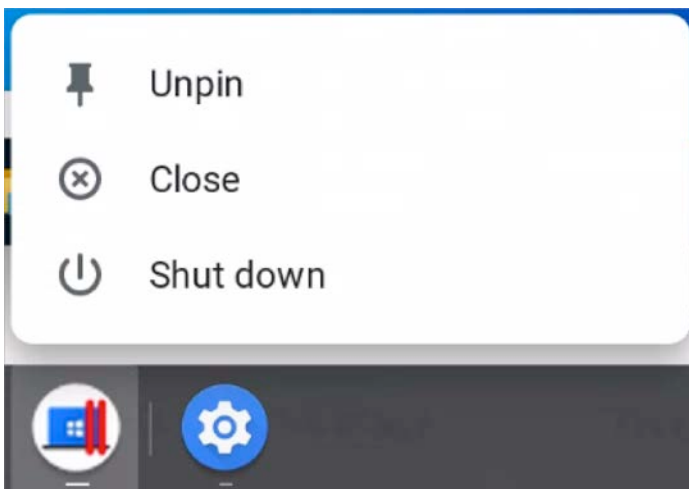
By default, the Parallels Desktop language matches that of the system. To change the language, change it in Chrome OS to any of mentioned above and Parallels Desktop will do accordingly.


Note: If the system language is not supported, Parallels Desktop uses English.

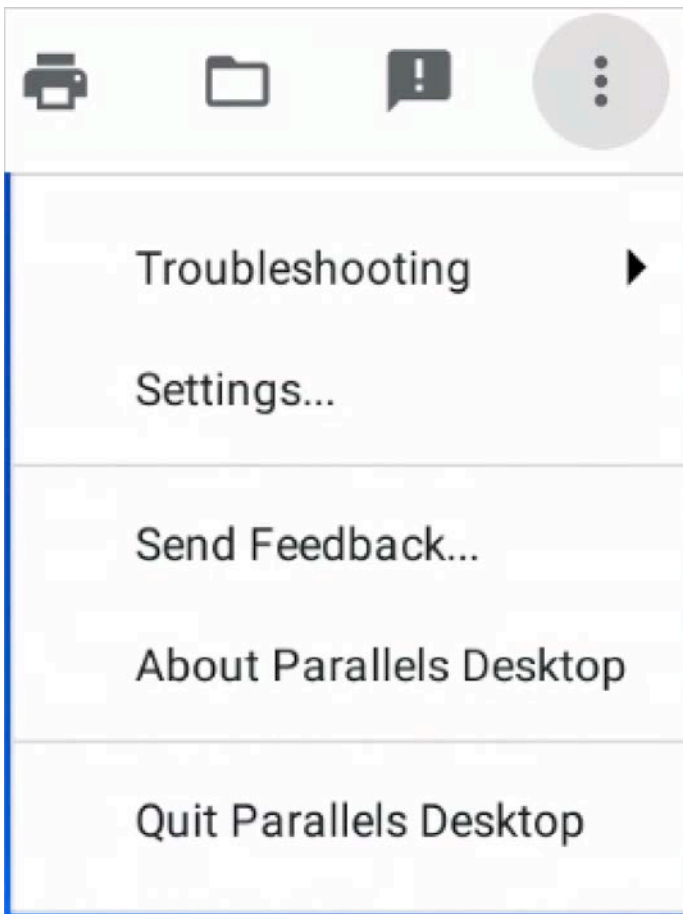
Quit Parallels Desktop

To quit Parallels Desktop, do one of the following:

- Right-click the Parallels Desktop icon  on the shelf and select **Close**.



- Click the Menu icon  in the top right corner of the virtual machine window and select **Quit Parallels Desktop**.



CHAPTER 3

Get Started

Read this chapter to learn how to install Windows on your Chromebook, start Windows applications, switch Windows to full screen, and more.

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Install Windows

When you first open Parallels Desktop, it starts downloading a pre-configured virtual machine (p. 5) with Windows 10. You may need to wait for a while - the download speed depends on your network equipment and network speed of your Chromebook.

Once the download is complete, Windows 10 starts automatically.

Start Windows

When you first launch Parallels Desktop, Windows 10 downloads and starts automatically.

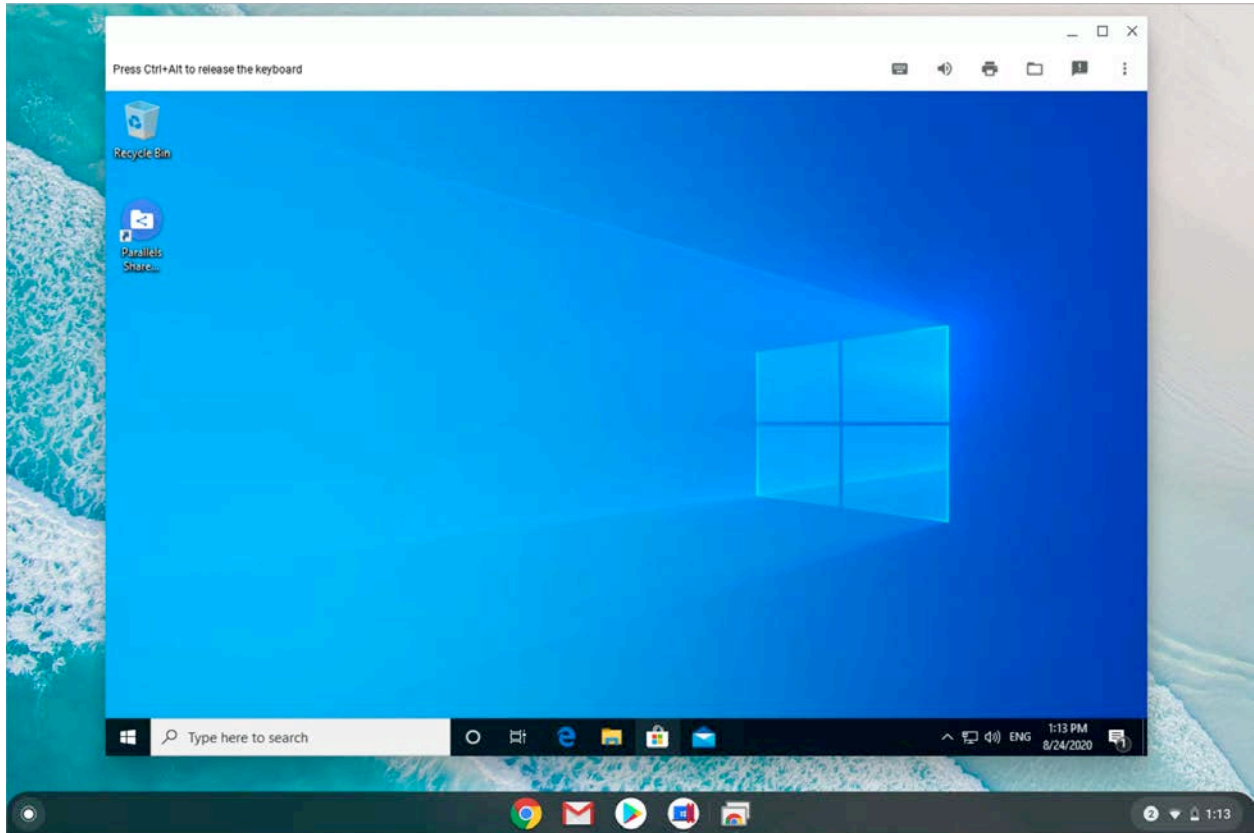
Next time you need to start Windows, click Parallels Desktop in Launcher. If you often use Parallels

Desktop, it is recommended that you pin its icon  to the shelf and use it to quickly start the application. To pin the icon to the shelf, open Parallels Desktop, right-click its icon and choose **Pin**.

Windows starts booting if it was previously shut down (p. 16) or resumes from where you left off if it was suspended (p. 16).

Set Windows to Take Up the Whole Screen

By default, Windows opens in the Window view mode.

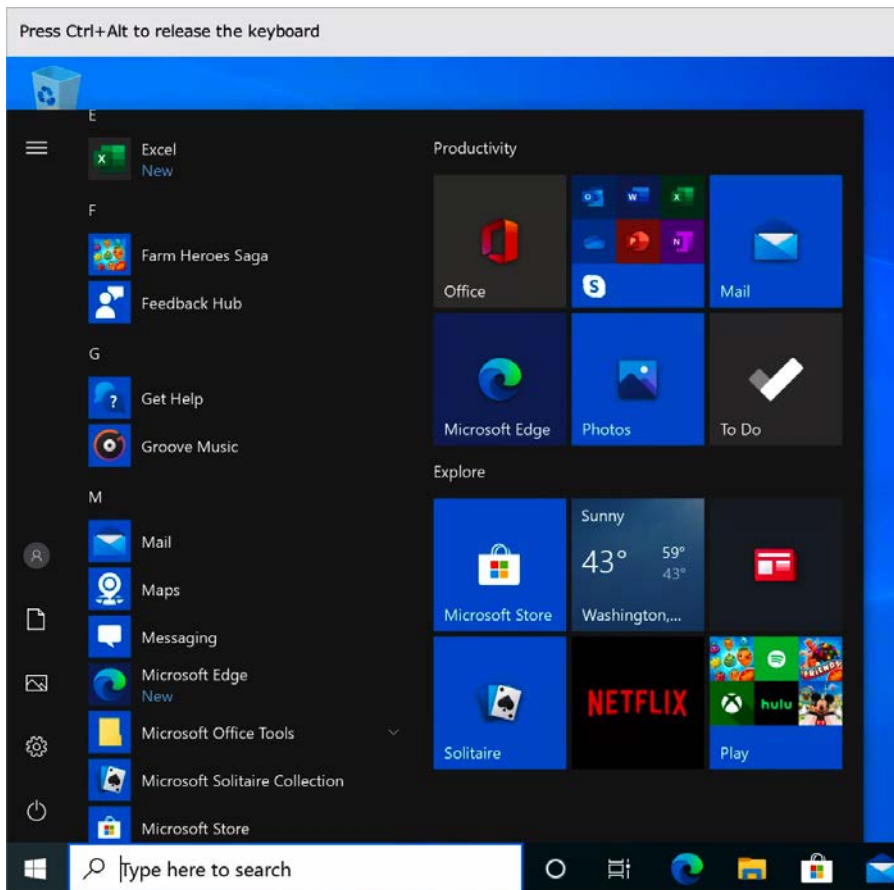


To make it occupy the whole screen, press the Full Screen button  (or F4) at the top of your keyboard.

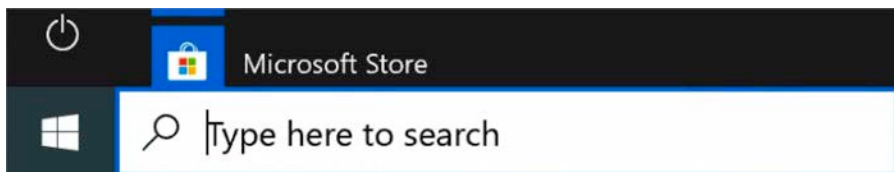
Open a Windows Application

To open a Windows application, do one of the following:

- 1 Click the Windows **Start** button in the left bottom corner, scroll up or down the list of apps and choose the one you need.



- 2 Use the Windows **Search** field to find apps.



- 3 Double-click the file you want to open or edit. It will open in the Windows app that is set as default for this type of files. If you need to open a file with another Windows app, right-click it, point to **Open with** and choose the app you need from the list.


Open a Chrome OS File in a Windows Application

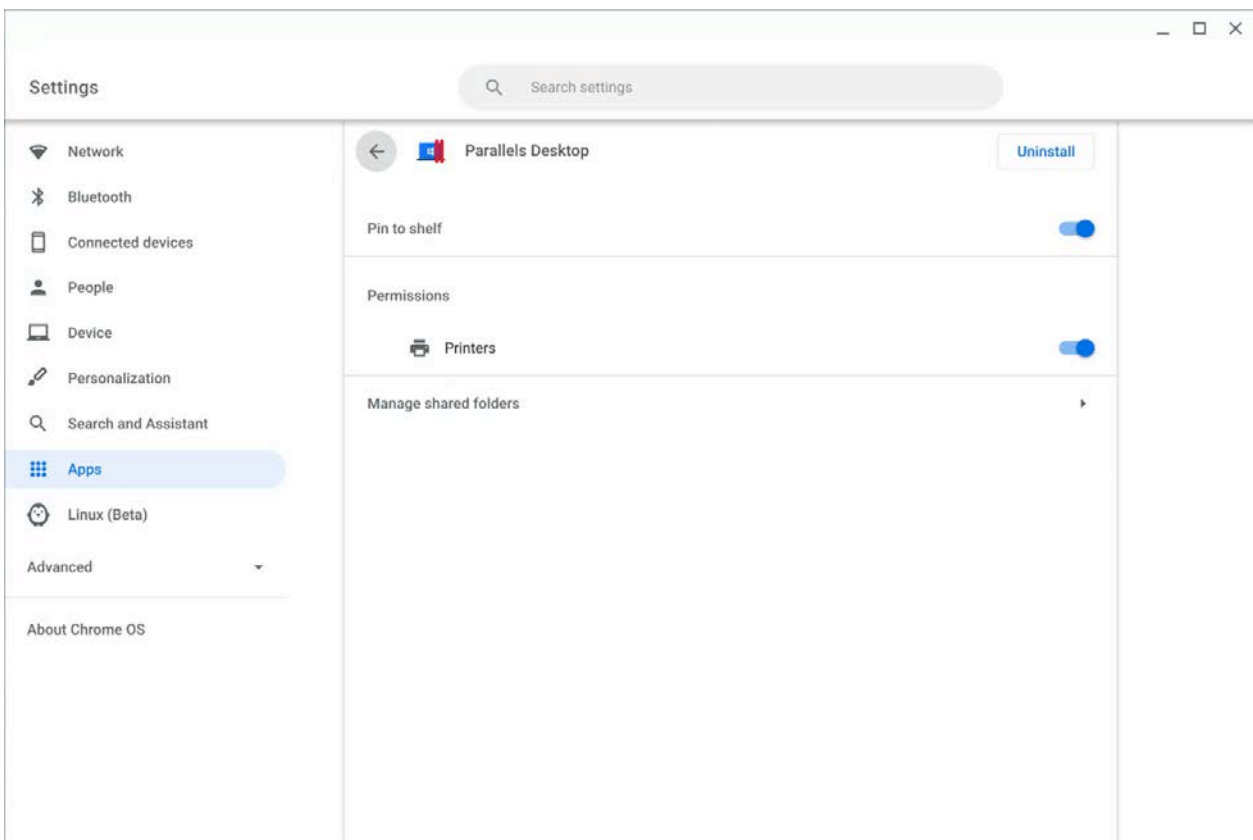
Parallels Desktop allows you to open Chrome OS files in Windows applications. To do this, right-click a file in Chrome OS, point to **Open with** and choose the Windows app that you want to open this file.

Print from Windows

To print from Windows applications, allow Windows to access the printers connected to your Chromebook.

Do the following:

- 1 Click the **Printer** icon  in the top right corner of the virtual machine window. (If Windows is running in full screen (p. 10), switch it to the Window view mode.)
- 2 Enable **Printers**.



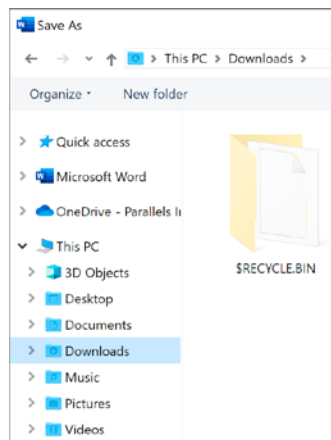
Your Chromebook printers become available for printing in Windows apps.

- 3 To print from a Windows app, you usually need to click **File > Print**.

Where to Save Windows Files

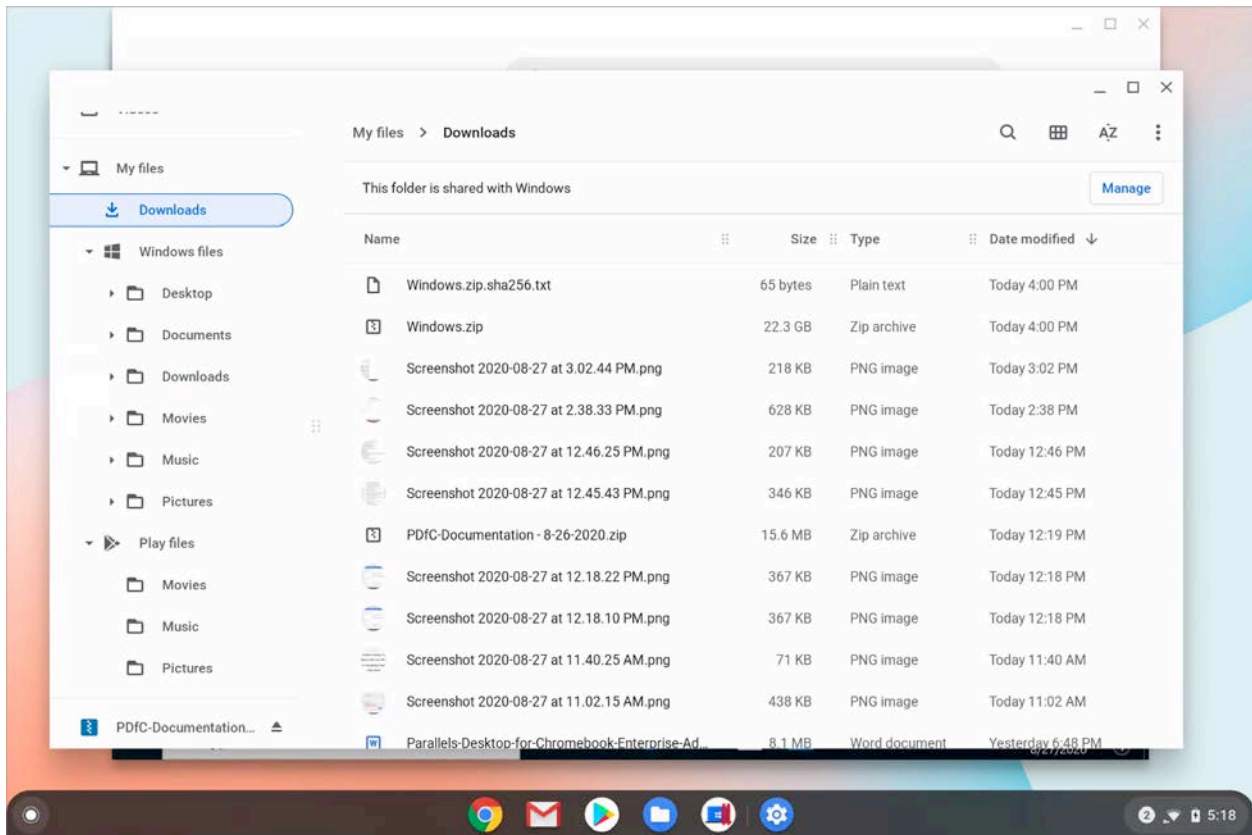
Save Files to Windows User Folders

When you save a file in a Windows application, you usually save it to some of your user folders - Documents, Downloads, Music, Pictures, etc.



If it's not restricted by your system administrator, these folders are shared with Chrome OS. This allows you to access the files that you save in Windows apps both from Windows and Chrome OS.

In Chrome OS, these folders are available in the Files app > My files > *(your_virtual_machine_name)* files.



Save Files to Chrome OS Folders

You can also share some of your Chrome OS folders with Windows and use them to save Windows files.

To share Chrome OS folders with Windows, do the following:


- 1 In Chrome OS, open the Files app.
- 2 Right-click the folder that you want to share with Windows and choose **Share with Parallels Desktop**.

Note: You can share the following Chrome OS folders with Windows - My files > Downloads and Play files > Movies/Music/Pictures.

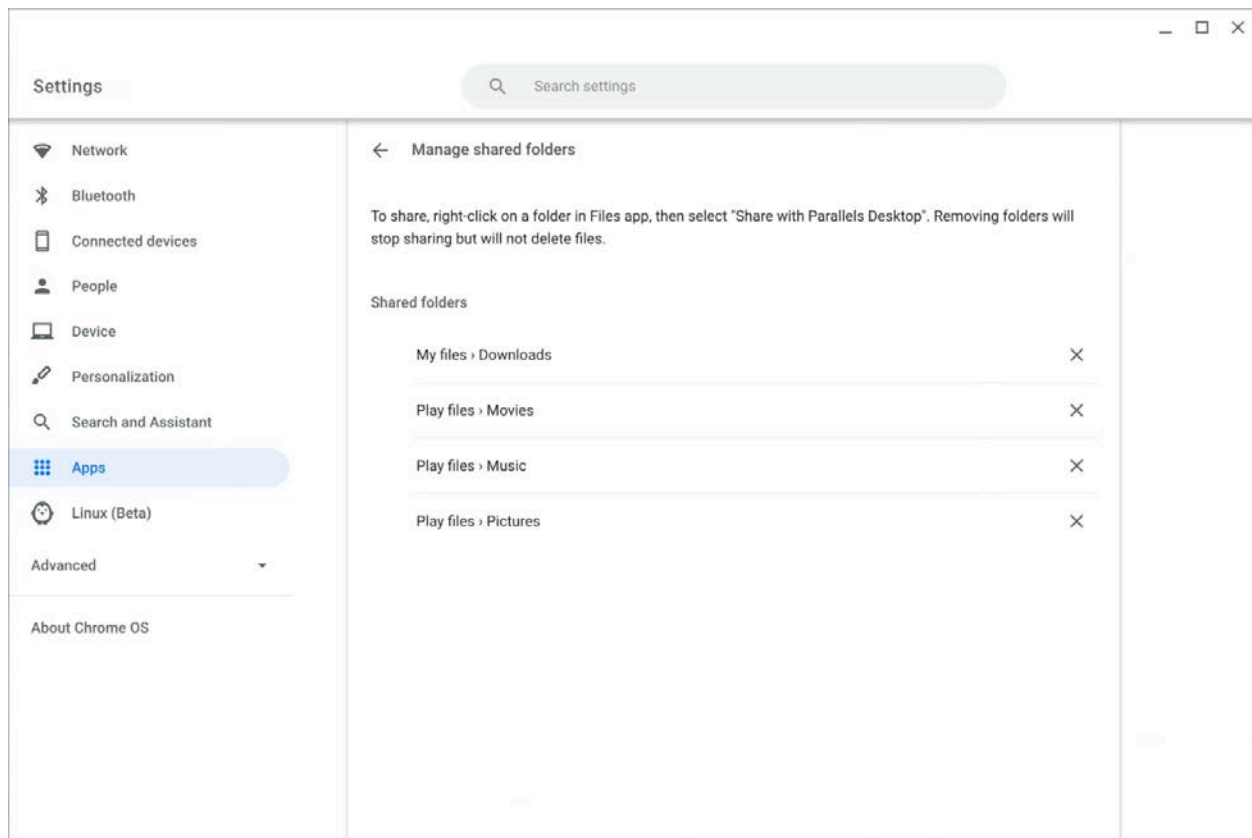
To save a Windows file to a Chrome OS folder:

- 1 In a Windows app, click **File** > **Save As**. A dialog where you can specify a filename and location opens.
- 2 Navigate to the Chrome OS folder where you want to save the file and click **Save**.

How to Check Which Chrome OS Folders are Shared with Windows

If you want to see which Chrome OS folders are currently shared with Windows, click the **Shared Folders** icon  in the top right corner of the virtual machine window and select **Manage shared folders**.


The **Shared folders** section lists all Chrome OS folders where Windows can save files to and from which Windows apps can open files.

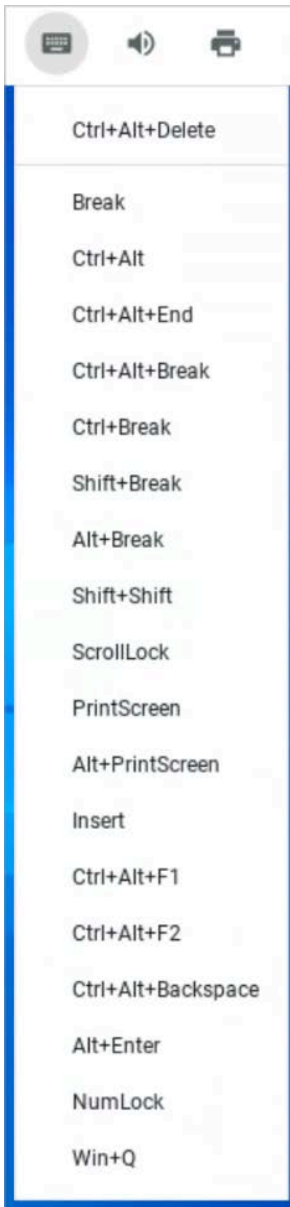


Send Key Combinations to Windows

Sometimes, you may need to send various key combinations (such as PrintScreen) to a virtual machine or its applications.

Do the following:

- 1 Click the **Keyboard** icon  in the top right corner of the virtual machine window.
- 2 The list of most popular and frequently used key combinations pops down. Click the combination you want to send to Windows.



Shut Down or Suspend Windows

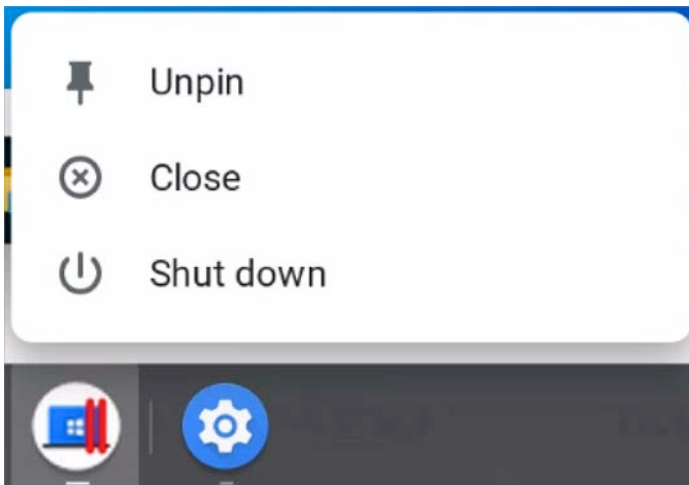
When you finish working in Windows, you can either suspend or shut it down.

Suspend Windows

Suspending Windows conveniently freezes all running Windows applications and settings in their current state.

Do one of the following:

- Close the virtual machine window.
- Right-click the Parallels Desktop icon  on the shelf and select **Close**.



The next time you start Windows, you resume your progress from exactly where you left off.

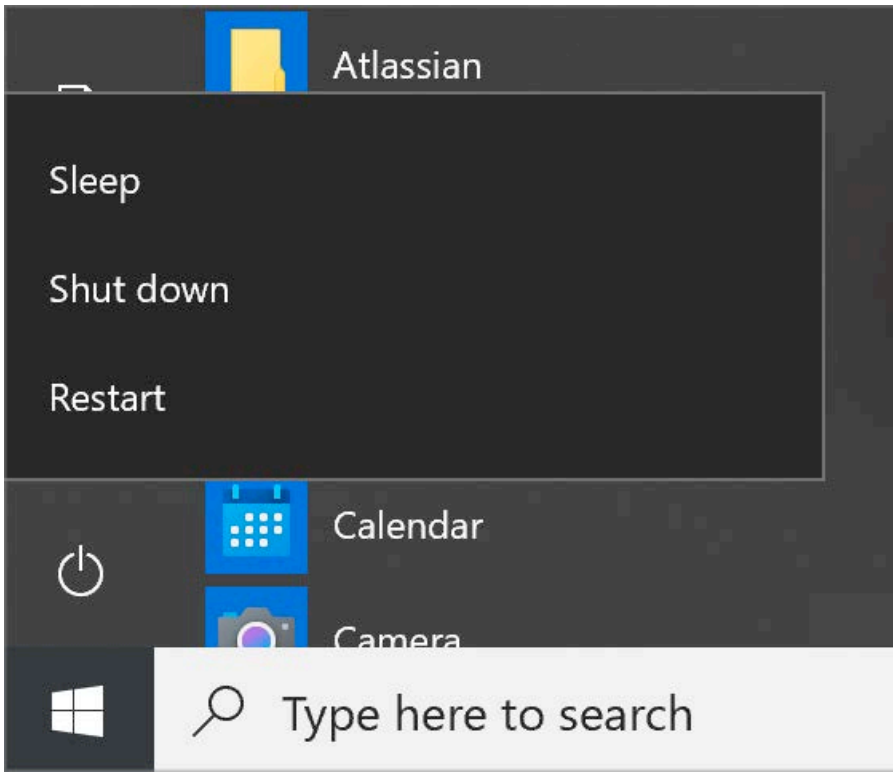
Shut Down Windows

Shutting down Windows in Parallels Desktop is just like shutting down Windows on a PC. All Windows applications close, giving you the opportunity to save your progress if necessary, and Windows stops running.

Note: To spend less time on shutting Windows down and then starting again, it is recommended that you suspend Windows (see above).

To shut down Windows, do one of the following:

- In Windows, click the **Start** button, then click **Power** > **Shut down**.




- Right-click the Parallels Desktop icon  on the shelf and select **Shut down**.

Stop or Reset Windows

If your virtual machine is frozen and doesn't respond to mouse clicks, you can either reset or stop it.

Note: Stopping Windows is similar to pulling the power plug out of a physical computer and resetting - to pressing the **Reset** button. Both methods should be used only if your virtual machine is completely unresponsive. When you stop or reset Windows, all unsaved data is lost.


It is not recommended that you stop or reset Windows, only when there is no other choice. Before

clicking **Stop** or **Reset**, please send a technical data report to Parallels (click the Menu icon  in the top right corner of the virtual machine window > **Troubleshooting** > **Send Technical Data**). Parallels engineers will investigate what caused the problem and try to fix the issue.

Stop Windows

To stop Windows, click the Menu icon  in the top right corner of the virtual machine window > **Troubleshooting** > **Stop**.

Reset Windows

To reset Windows, click the Menu icon  > **Troubleshooting** > **Reset**.

CHAPTER 4

Share Items Between Chrome OS and Windows

Read this chapter to learn how to allow Windows to use your Chromebook's sound output device.


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Use the System Sound Output Device

To allow Windows apps play sound using your Chromebook's sound output device, click the

Sound Output icon  in the top right corner of the virtual machine window.

When Windows is not allowed to use the system sound output device, the Sound Output icon is crossed out -  .

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