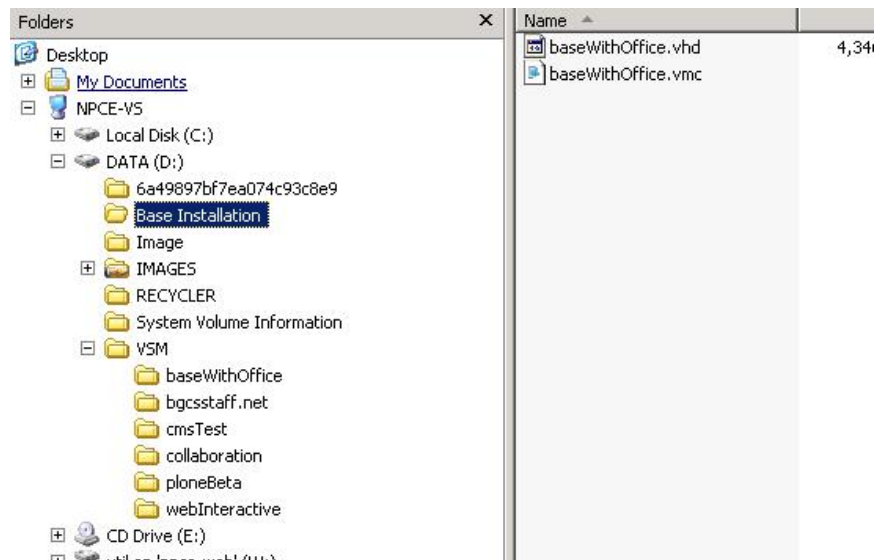
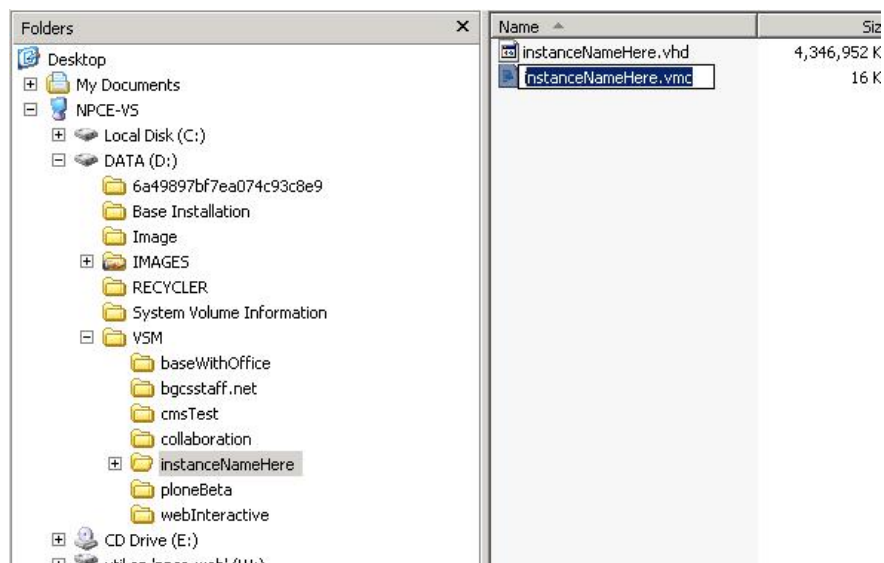


## How To Configure a Virtual Server

1. Login to the Virtual Server server (vs.npce.net or 216.185.169.230) using Remote Desktop.
2. Open Windows Explorer and make a copy of the Base Installation folder into the VSM folder.



3. Rename the copied folder to reflect the purpose of your server. Also rename the two files in that folder to the same thing.



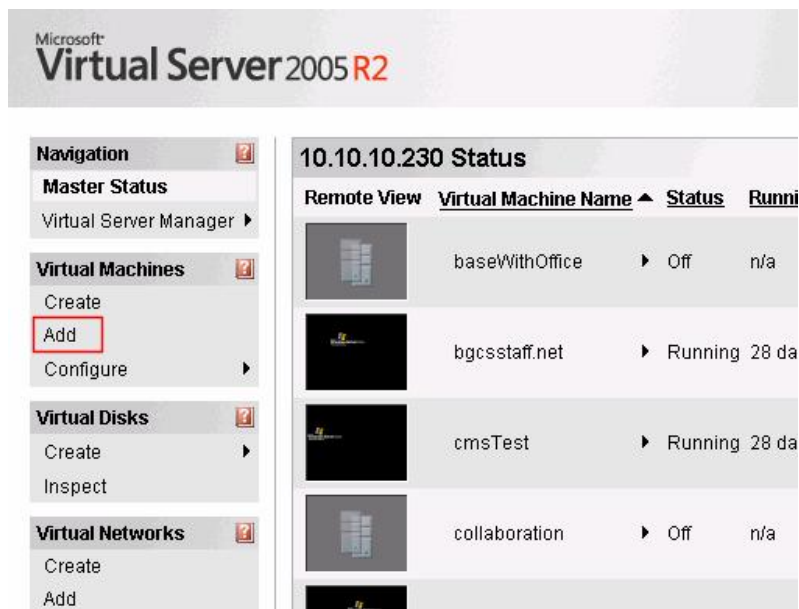
4. Open the Virtual Server Administration Website.



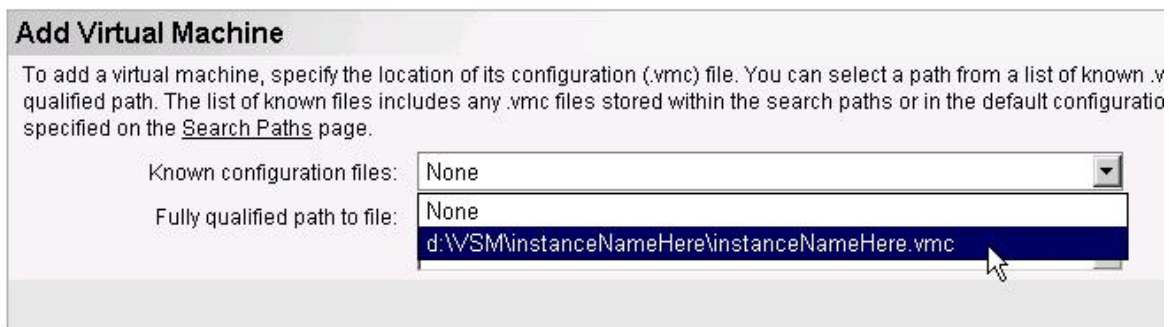
5. Login to the site using server administrator credentials.



6. In the Virtual Machine menu click ADD.



7. In the Known configuration files dropdown you should see the path to the machine you just copied and renamed. If you do not, you screwed up, go back to step 1 and recheck everything.



8. Select the proper machine and click the ADD button.

**Add Virtual Machine**

To add a virtual machine, specify the location of its configuration (.vmc) file. You can select a path from a list of known .vmc files or type the fully qualified path. The list of known files includes any .vmc files stored within the search paths or in the default configuration folder. Both settings are specified on the [Search Paths](#) page.

Known configuration files: d:\VSM\instanceNameHere\instanceNameHere.vmc

Fully qualified path to file: d:\VSM\instanceNameHere\instanceNameHere.vmc

Add

9. Click on the General properties link in the Configuration window.

**"instanceNameHere" Configuration**

<b>General properties</b>	"instanceNameHere"
When Virtual Server starts:	Never automatically turn on virtual machine
When Virtual Server stops:	Save state
<b>Virtual Machine Additions</b>	13.552
<b>Memory</b>	512 MB
<b>Hard disks</b>	1 virtual hard disk installed; Undo disks are disabled
Virtual hard disk 1	Attached to SCSI 0 ID 0

10. Select the checkbox to run the machine under a user account. Fill out the username and password boxes with the server administrator information and select the behavior you want your machine to have every time VS restarts.

**"instanceNameHere" General Properties**

Virtual machine name: instanceNameHere

Run virtual machine under the following user account:

Warning: SSL security is not enabled. User name and password will be transmitted over the network without encryption (clear text). [For more detail, click here to consult the online help.](#)

User name: Administrator

Password: ●●●●●●

Action when Virtual Server starts: Always automatically turn on virtual machine

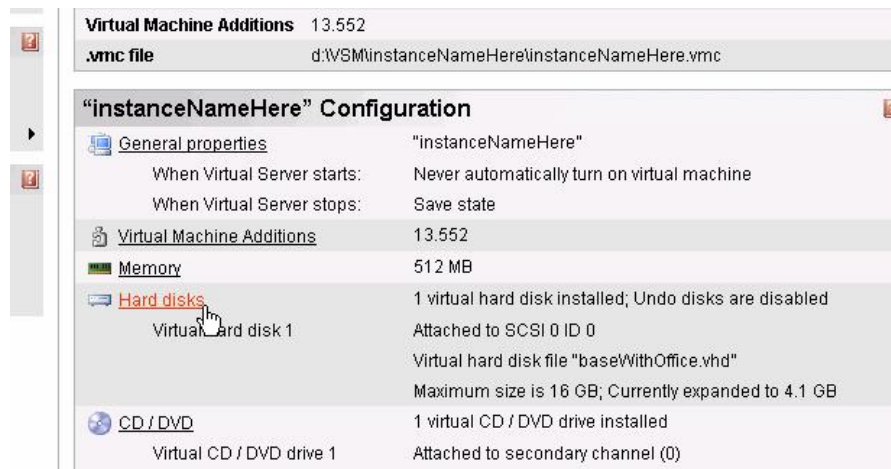
Seconds to delay automatically turning on a virtual machine: 0

Action when Virtual Server stops: Save state

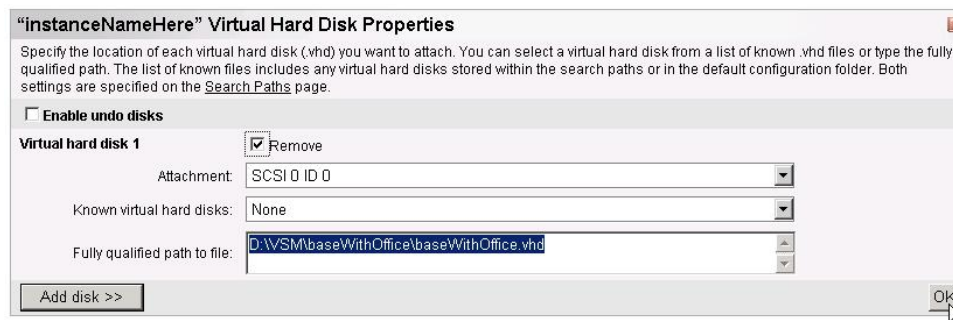
Notes:

OK

11. Click on the Hard disks link in the Configuration window.



12. Remove the old virtual hard disk (which is still linked to the original HD file.) This is very important! If you do not do this you will start using the incorrect hard drive. Be sure to select the Remove checkbox and then click the OK button.

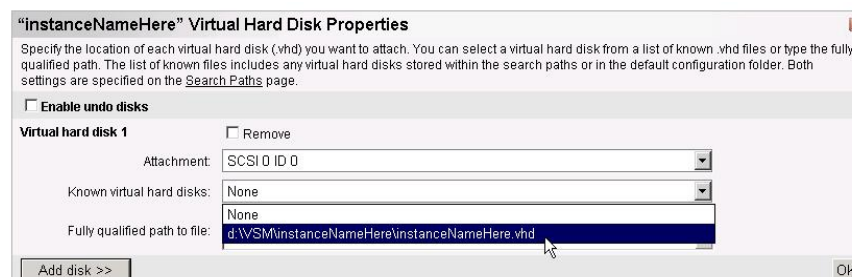


13. Click on the Add disk >> button.

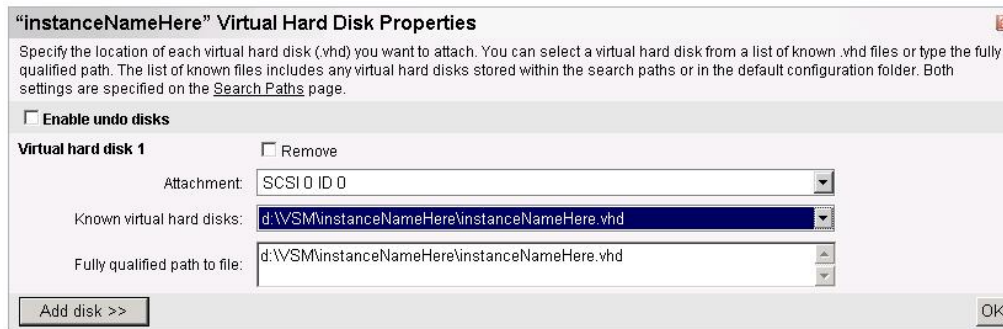


14. Click on the Attachment dropdown and choose SCSI 0 ID 0.

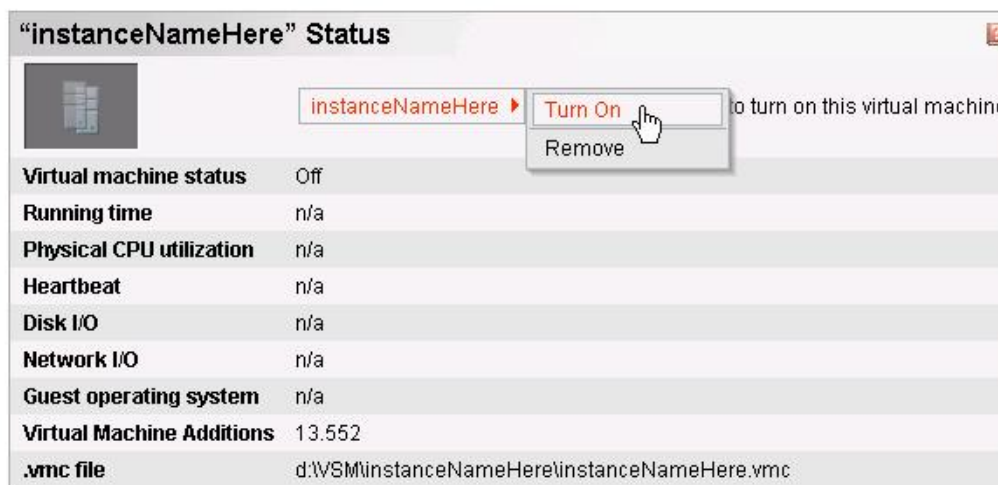
15. Click on the Known virtual hard disks dropdown and choose the hard disk you copied and renamed. If it is not there you blew it, go back to step 1.



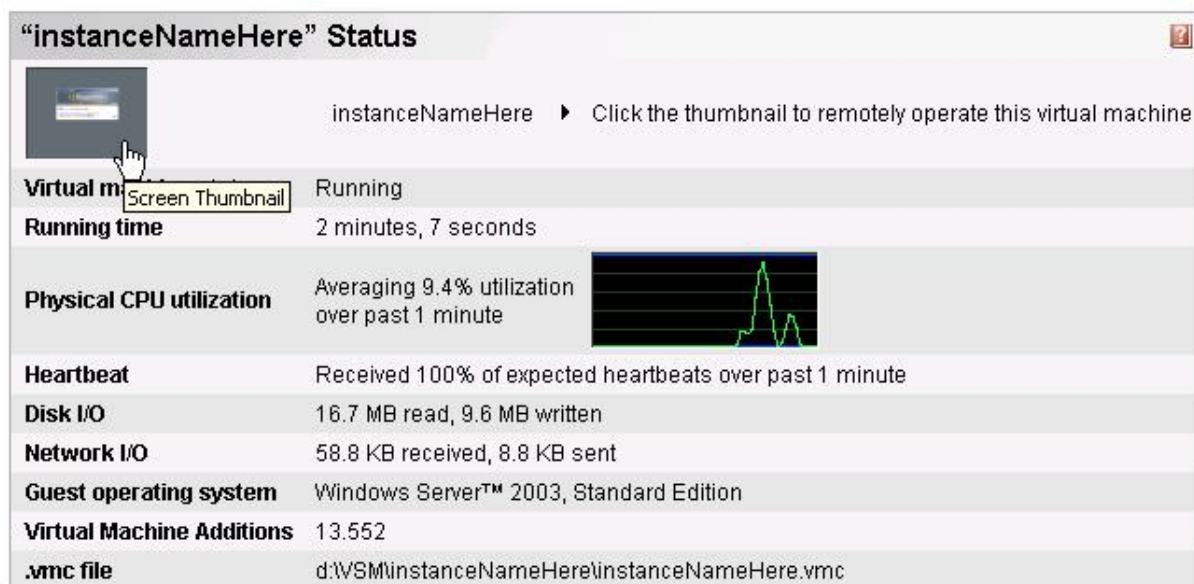
16. Select the proper disk and click the OK button.



17. Click on the Turn On link in the Status window to turn on your new machine.



18. Once the machine is running, click on the thumbnail picture of the machine.



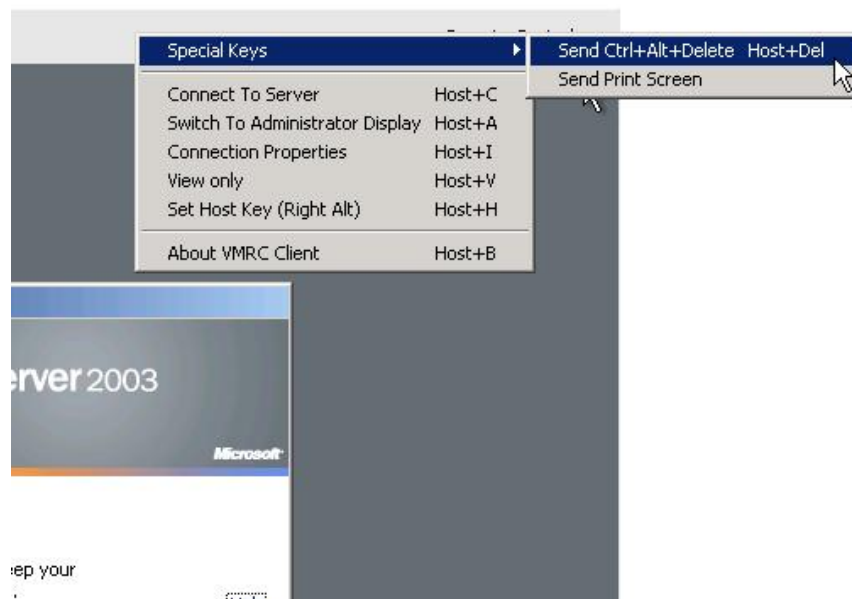
19. Click on the Yes button to accept the certificate.



20. Login to the machine using the server administrator credentials.



21. Click on the Remote Control button, Choose Special Keys and Send CTRL + ALT + DEL.



22. Login to the server using server administrator credentials.

23. Open the Network Connections dialog box and the properties for the WAN adapter.

24. Assign the WAN adapter a static IP address using the following settings for reference. To determine what address to use for the last octet the current convention is to use 230 – 245. Please contact the MIS for an open address or refer to the list on the bulletin board at the Piper Office.

IP: 216.185.169.x  
Subnet: 255.255.255.192  
Gateway: 216.185.169.193  
NS1: 140.99.116.10  
NS2: 140.99.116.25

25. Close the WAN adapter and open the LAN adapter property sheet.

26. Assign the LAN adapter a static IP address using the following settings for reference. To determine what address to use for the last octet use the same number as was assigned to the WAN adapter. Please note that prior to changing this address the adapter will have received a valid dynamically assigned address on the 10.10.10.x subnet. Do not fill in Gateway or DNS information for this adapter.

IP: 10.10.10.x  
Subnet: 255.255.255.0

27. Remote desktop has already been configured. You can now close this window, log off of the Virtual Server server and access your machine via Remote Desktop.