

# Know the benefits of purchasing a Microsoft Office Ready PC.



**A Microsoft Office Ready PC is the easiest, most cost-effective way for small businesses to take advantage of all the benefits of the 2007 Microsoft Office system.**

## What is a Microsoft Office Ready PC?

A Microsoft Office Ready PC is a PC that includes a preinstalled image of the Microsoft Office system. This image can easily be converted to a fully licensed version of Microsoft Office Basic 2007, Microsoft Office Small Business 2007 or Microsoft Office Professional 2007 by purchasing a Medialess License Kit at the point-of-sale or anytime within 90 days from the date of sale. No additional installation is required. Until activated, the preinstalled image also offers you a 60-day trial version of Microsoft Office Professional 2007.

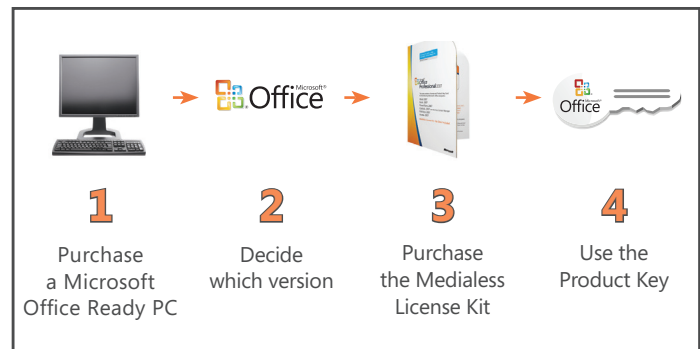
## Steps to Get You Started

**Step 1:** Purchase a Microsoft Office Ready PC from your reseller.

**Step 2:** Decide which 2007 Microsoft Office suite you want.

**Step 3:** Purchase the appropriate Medialess License Kit from your reseller.

**Step 4:** Use the Product Key included in the Medialess License Kit to activate and start using the 2007 Office system.



## Benefits

- Receive cost-effective pricing when you purchase a Microsoft Office Ready PC.
- Experience less software installation downtime when the 2007 Microsoft Office suite is already preinstalled on the PC.
- Receive 90 days of free support from Microsoft.
- If unsure at the time of PC purchase, try Microsoft Office Professional 2007 for 60 days FREE to experience the radically new, more intuitive interface of the 2007 Microsoft Office suite.



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# FAQs

## How do I activate my copy of Microsoft Office?

Click Start, then All Programs, then Microsoft Office, and select the application you want to use.

When you launch any of the Microsoft Office products for the first time, you will be prompted to enter your Product Key. Enter the product key and complete the activation process.

## How do I activate the Microsoft Office image?

When you start a Microsoft Office program for the first time after installation, you will be prompted to enter a Product Key. The product key for the software you purchased is located in the Medialess License Kit you should have received with your new PC.

**Or**, you can click the Microsoft Office Activation Assistant desktop icon to launch the Microsoft Office Activation Assistant. This displays a page that contains information on how to activate Microsoft Office.

## How can I check if my PC has a Microsoft Office Ready PC image installed?

- Check the PC specifications

### **Or**

- Look for the Microsoft Office Activation Assistant desktop icon. Click on this icon to:
  - *Begin activation of the Microsoft Office trial*
  - *Get more information about Microsoft Office, or*
  - *Purchase Microsoft Office*

### **Or**

- Use the Microsoft Office Ready lookup tool, [www.microsoft.com/oem/officereadypcfinder](http://www.microsoft.com/oem/officereadypcfinder).

## Who provides technical support for Microsoft Office Ready?

With the purchase of a Microsoft Office Ready PC, you receive 90 days of free support from Microsoft. For additional support options, you can visit: <http://support.microsoft.com>.

## Where is my media?

Media is not included with your new PC, because you no longer need it to get started with Microsoft Office. Instead, the 2007 Microsoft Office system image has already been preinstalled for you by your PC provider. As a result, you can get started with your new PC right away without having to spend any additional time and effort. Preinstalling Microsoft Office also helps reduce piracy because your PC provider will ensure you are receiving genuine Microsoft software, which includes ongoing updates and enhancements directly from Microsoft.

Microsoft Office preinstalled on this PC, is linked to the original hardware (desktop or notebook) and is not transferable to any other hardware in the future.

## How can I get backup media?

Customers can order their backup media from Microsoft by going to [www.microsoft.com/office/backup](http://www.microsoft.com/office/backup) and paying a nominal shipping and handling fee. You should allow up to 30 days for the media to arrive. If you require your backup media immediately, you will have an option during the ordering process to download the installation files directly without any added fees.

**Note:** You are eligible for backup media if a Medialess License Kit is purchased within 90 days of your new PC purchase. Backup media can be acquired for up to 1 year after Medialess License Kit purchase.