OEM Preinstallation Kit Guide for Microsoft Office 2010

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Published: March 2010

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Abstract

This document supports the final release of the OEM Preinstallation Kit (OPK) for Microsoft® Office 2010. The content in this document covers information for licensed original equipment manufacturers (OEMs) about how to preload Microsoft Office 2010 and Microsoft Office Starter 2010 on new computers for distribution to end users.

Contents

Introduction

The OEM Preinstallation Kit (OPK) for Office 2010 is a set of tools, documentation, and product files that assists licensed original equipment manufacturers (OEMs) in preloading Office 2010 and Office Starter 2010 on new computers for distribution to end users. Preloading these productivity suites adds immediate value for your customers and also gives them the option to purchase Product Key Cards for Office 2010. Users are prompted to install Office 2010 or Office Starter 2010 on target computers.

[Go directly to the procedures in "Preloading Office 2010 and Office Starter 2010"](#)

User Startup Experience

After you use the Office 2010 OPK to preload Office 2010 and Office Starter 2010 and install the Out of Box Experience (OOBE) application on a computer, the end user can access Office 2010 from the **Start** menu by launching Microsoft Office 2010. A dialog box then displays and the user can click one of the following options:

- **I already purchased Office 2010**. If the user clicks this option, the user is prompted to enter a valid Office 2010 product key, and then the user is led through the installation of Office 2010.
- **Go online to purchase Office 2010** If the user clicks this option, the user is taken to an online retail site to purchase Office 2010 if they are connected to the Internet or is shown information about how to purchase Office 2010 if offline.
- **Use Office Starter 2010**. If the user clicks this option, the user sees more information about Office Starter 2010 and the option of installing Office Starter 2010.

Users also see these options in a dialog box if they attempt to open an Office 2010 document without having the necessary Office product installed.

When the user first runs Office Starter 2010, a dialog appears that prompts the user to accept the license terms and agreements, contains links to Microsoft's privacy statements, and notifies the user that Office Starter 2010 contains advertisements. After the user clicks Accept, they can begin using Office Starter 2010. An advertisement appears in a task pane.

OPK DVD Folders and Files

The OPK DVD contains four folders and two files in its root directory. This section describes each folder and file.

Docs Folder

The Docs folder contains the following files:

- Office 2010 OPK guide (this document). This guide describes how to use the OPK tools and available customization options. After reading the OPK guide, you will be able to:

- o Preload Office 2010 and Office Starter 2010
- o Use OPK tools and utilities to create customized installation configurations
- CoConfig.xml file. This is an XML file that enables you to configure a custom preload location for Office 2010.

OStarter Folder

The OStarter folder contains Office Starter 2010 installation files in <*ll-cc*> subfolders, where *ll* is the two-letter abbreviation for the language and *cc* is the two-letter abbreviation for the country or culture, so that the name of the subfolder reflects the language and culture of its contents.

The OStarter folder contains the files in each <*ll-cc*> subfolder, as shown in the following table.

File Name	Function
ConsumerC2R.*ll-cc* _14.*x.xxxx.xxxx*.sft	Virtual product image, containing all virtual registry and file information for Office Starter 2010.
SetupConsumerC2R.exe	Setup executable file that is used by OOBE to launch the installation of Office Starter 2010.
WelcomeDocument.dotx	Getting Started document that is launched after Office Starter 2010 is installed and started.
click2run.msi	Microsoft® Windows® Installer package that is required for Office Starter 2010 to install and function on a 32-bit operating system.
click2run64.msi	Windows Installer package that is required for Office Starter 2010 to install and function on a 64-bit operating system.
descriptor.xml	Configuration file that contains information required to update Office Starter 2010.
Additional files	The OStarter folder contains additional files that are required to run Office Starter 2010.

Important: Do not use the Q drive in your Click2Run configuration. It is required that the Q drive is unused for Click2Run to install properly.

OOBE Folder

The out-of-box experience (OOBE) folder contains the Office 2010 installation file, OOBE.msi. The OOBE.msi file is not meant to be run by itself. Instead, run the oemsetup.*ll-cc*.bat file.

Office14 Folder

The Office14 folder contains all Office 2010 products, and contains both worldwide and language-specific installation resources for specific Office 2010 SKUs:

- Microsoft Office Home and Student 2010
- Microsoft Office Home and Business 2010
- Microsoft Office Professional 2010

If multiple languages are combined, a multilingual installation source is created, just as in retail versions of Office 2010.

The Office14 folder contains x86 and x64 folders that contain the installation files for 32-bit and 64-bit versions of Office 2010. Each of these folders contains the folders and files shown in the following table.

Folder or File Name	Function
Setup.exe	Setup program.
Updates folder	Office 2010 updates, such as hotfixes and service packs, are placed in this folder.

The copytoserver.bat File

The copytoserver.bat file copies the contents of the OPK DVD to a network installation point for later use. It copies the OOBE, OStarter, and Office14 folders and scripts from the source to the location specified in the command-line parameter, overwriting any files that are already present.

The syntax for running the copytoserver.bat file is:

copytoserver <*Destination*>

where <*Destination*> is the location where the installation files are to be copied. This parameter is required to successfully complete the command.

For example, the command

copytoserver \\server1\oem\opk

copies the files on the OPK DVD to the installation location \\server1\oem\opk.

The oemsetup.*ll-cc*.bat File

The oemsetup.*ll-cc*.bat file, where *ll* is the two-letter abbreviation for the language and *cc* is the two-letter abbreviation for the country or culture, preloads Office 2010 and Office Starter 2010, and installs OOBE. Run the oemsetup.*ll-cc*.bat file for each language to be preloaded.

The syntax for running the oemsetup.*ll-cc*.bat file is:

oemsetup.*ll-cc* [Referral=<*ReferralCode*>] [NoOfficeStarter=1] [NoOffice=1] [x64]

Administrator permissions are required to run the oemsetup.*ll-cc*.bat. For parameter descriptions, see Preloading Office 2010 and Office Starter 2010 later in this guide.

For example, the command:

oemsetup.*ll-cc* referral=nnnnn

With a referral code of *nnnnn*, preloads Office 2010 and Office Starter 2010, and installs OOBE.

Referral Codes

Some resellers are eligible to obtain OEM referral codes from Microsoft on user purchases of Office 2010. These codes enable computers to be associated with the OEM. The referral code is a five-digit decimal number from 00000 to 32760.

For more information about obtaining a referral code, contact your Microsoft account manager.

Multiple Languages

You can preload multiple language versions of Office 2010 and Office Starter 2010—simply repeat the preloading process for each language. However, the user can install only one language version of Office 2010 or Office Starter 2010. By default, the language version of the OOBE application matches the Windows language settings and the Office 2010 language that is preloaded on the computer. If this match doesn't take place, the language dialog box will contain languages based on the Office 2010 and Office Starter 2010 preloaded languages.

Architecture

The installation process for the OPK is the same for computers that run 32-bit operating systems or 64-bit operating systems. You can preload the 32-bit version of Office 2010 on computers that run either 32-bit or 64-bit operating systems. You can preload the 64-bit version of Office 2010 only on computers that run 64-bit operating systems. Office Starter 2010 is a 32-bit program, and it can run on either 32-bit or 64-bit computers.

Important: To prevent possible compatibility issues with add-ins or third-party applications, preload only the 32-bit version of the OPK on both 32-bit and 64-bit computers.

System Requirements for Office 2010

Office 2010 was designed for use with the Windows® operating system, and requires one of the following versions of Windows:

- Windows Vista® with Service Pack 1 (SP1) or later.
- Windows® 7 RTM or later.

The Setup program cannot install Office 2010 on a system that cannot support Office 2010.

We recommend that you install the latest updates and service packs available for each respective operating system before you install Office 2010.

Pinning OOBE to the Windows Start Menu (Optional)

To make it easier for users to locate and use Office 2010, you can optionally pin the OOBE application to the Windows **Start** menu. On the **Start** menu, pin a shortcut that points to MSOO.exe, which is located at %programfiles%\microsoft office\options14.

Note: Be aware that pinning this shortcut to the **Start** menu is optional and is not required to preinstall Office 2010. The shortcut will remain on the **Start** menu until the user unpins it or until OOBE is uninstalled.
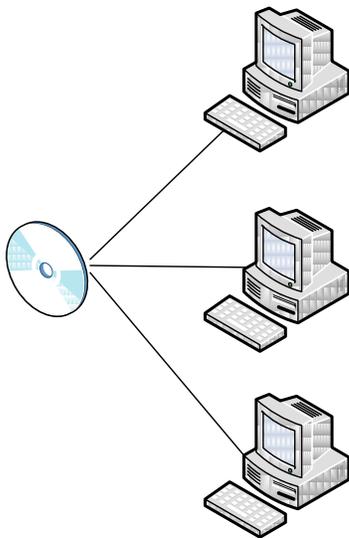
For instructions about how to pin shortcuts to the **Start** menu for a particular version of Windows, see the appropriate Windows OEM Preinstallation Kit.
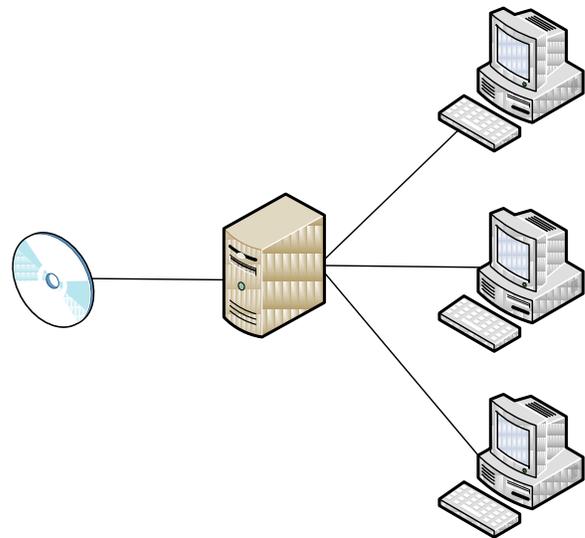
Preloading Office 2010 and Office Starter 2010

Depending on how much you want to customize an installation of Office 2010, you can perform either a default installation or a customized installation. If you plan to use the default configuration and will not customize the installation at all, see Low-volume Installation Process later in this guide. This is the easiest method of installation. If you plan to customize the installation, see High-volume Installation Process later in this guide. Customizations can include such changes as adding an icon to the desktop or installing more than one language.

There are two methods for using the Office 2010 OPK to preload Office 2010 and Office Starter 2010:

- **Low-volume**   Resellers who plan to preload on relatively few target computers can use this option. Using the low-volume option, you simply preload from the Office 2010 OPK DVD directly onto the target computer, as shown in the following **Low-volume installation (default)** figure.

- **High-volume**   Resellers who plan to preload on many target computers can use this option. Using the high-volume option, you create a network installation point on a server, make any necessary customizations, and preload from the network installation point onto the target computers, as shown in the following **High-volume installation (customized)** figure.

Low-volume installation (default)

High-volume installation (customized)

Low-volume Installation Process

Follow these steps to install the OPK on individual target computers in a low-volume environment. This procedure lets you install the default configuration of the OPK from the DVD directly onto the target computer.

Important: Office Starter 2010 is a 32-bit application and is not compatible with the 64-bit version of Office 2010. This means customers cannot upgrade to the 64-bit version of Office 2010 from Office Starter 2010. To prevent this issue, preload only the 32-bit version of Office 2010.

To perform a low-volume (default) installation

1. Insert the DVD into the DVD drive on the target computer.

2. Run oemsetup.*ll-cc*.bat on the computer to preload Office 2010 and Office Starter 2010:

   oemsetup.*ll-cc*

   where *ll-cc* is the two-letter abbreviation for the language and country or culture. Administrator permissions are required to run the oemsetup.*ll-cc*.bat file.

3. Verify the installation by ensuring that all of the files were copied to [FOLDERID_ProgramData]\Microsoft\OEMOffice14 on the target computer. For example, c:\ProgramData\Microsoft\OEMOffice14.

High-volume Installation Process

Follow these steps to install the OPK on target computers in a high-volume environment. This procedure lets you create a network installation point, optionally customize the configuration, and install the configuration from the network installation point to the target computers.

Important: Office Starter 2010 is a 32-bit application and is not compatible with the 64-bit version of Office 2010. This means customers cannot upgrade to the 64-bit version of Office 2010 from Office Starter 2010. To prevent this issue, preload only the 32-bit version of Office 2010.

If you plan to customize the installation, keep the following in mind:

- To preload multiple languages, you simply preload each language individually by running the appropriate oemsetup.*ll-cc*.bat file. Make sure that the languages you preload match the languages that were preloaded for the operating system. If no language matches those of the operating system, the user is prompted to select a language.

- If you preload Office 2010 and Office Starter 2010 to a location other than the default location, you must perform these steps:

   1. Copy the OPK DVD folders and files to a hard drive or a network share to which you have Write permission.

   2. In CoConfig.xml, specify the custom preload folder for Office 2010 and Office Starter 2010.

      For example, set the custom preload folder to c:\preload.

   3. In oemsetup.*ll-cc*.bat, you must indicate that a custom preload location is being used, and then specify the location. Update the following lines as shown:

      a. set isCustomLocation =1.

      b. set directory=*<custom preload folder specified in CoConfig.xml>*\OEMOffice14\.

For example, if *<custom preload folder specified in CoConfig.xml>* = c:\preload, Office 2010 and Office Starter 2010 are preloaded to c:\preload\OEMOffice14\.

- If you modify the CoConfig.xml file, make sure to save it to the [FOLDERID_ProgramData]\Microsoft\OEMOffice14 folder. If this file is not found in that folder, the program will not run.

- Do not modify the root directory [FOLDERID_ProgramData]\Microsoft\OEMOffice14. Modifying the root directory could cause errors during uninstallation.

To perform a high-volume (customized) installation

1. Run the copytoserver.bat file to copy the contents of the OPK DVD to a network installation point:

   copytoserver *<Destination>*

   where *<Destination>* is the location where the installation files are to be copied. Make sure to specify the full UNC path. This parameter is required to successfully complete the command.

2. If you decide to preload multiple language versions of Office 2010, see Customize language setup and settings for Office 2010 (http://go.microsoft.com/fwlink/?LinkId=178831) for information about multilingual installations. For each language, run the copytoserver.bat file to copy the contents of the appropriate OPK DVD to the same share on the network installation point:

   copytoserver *<Destination>*

   where *<Destination>* is the location where the installation files are to be copied. This parameter is required to successfully complete the command.

3. If you decide to customize Office 2010 before preloading it, see Customize Office 2010 (http://go.microsoft.com/fwlink/?LinkId=177584) for information about how to customize Office 2010.

4. If you used the Office Customization Tool (OCT) to create a customization patch during either step 2 or step 3 of this procedure, copy the resulting OCT (.msp) file to the folder [FOLDERID_ProgramData]\Microsoft\OEMOffice14\Office14\Updates on the network installation point.

5. Run the oemsetup.*ll-cc*.bat file on computers to preload Office 2010 and Office Starter 2010 for each language that you want to preload:

   oemsetup.*ll-cc*.bat [Referral=*ReferralCode*] [NoOfficeStarter=1] [NoOffice=1] [x64]

   Note: *ll* is the two-letter abbreviation for the language and *cc* is the two-letter abbreviation for the country or culture.

   Important: You must specify the [Referral=*ReferralCode]* parameter when running the oemsetup.*ll-cc*.bat file for the first language. It is not necessary to specify the parameter again for subsequent languages. If the parameter is specified again, it will be ignored.

   Administrator permissions are required to run the oemsetup.*ll-cc*.bat file.

   The parameter descriptions for the oemsetup.*ll-cc*.bat file are shown in the following table.

Parameter	Description
Referral=*ReferralCode*	Stores the provided OEM referral code in the registry.

Parameter	Description
NoOfficeStarter=1	Prevents copying Office Starter 2010. Use this option only when necessary. For more information, contact your Microsoft account manager.
NoOffice=1	Prevents copying of Office 2010. Use this option only when necessary. For more information, contact your Microsoft account manager.
x64	Preloads the Office 2010 64-bit edition instead of the 32-bit version. **Caution:** Do not preload the 64-bit version unless that version is specifically required.

6. If you set both NoOffice and NoOfficeStarter to 1, neither Office 2010 nor Office Starter 2010 will be preloaded.

7. Verify the installation by ensuring that all of the files were copied to [FOLDERID_ProgramData]\Microsoft\OEMOffice14 on the target computer. For example, c:\ProgramData\Microsoft\OEMOffice14, and that the OOBE shortcut is in the **Start** menu.

8. If you specified a referral code in step 5, verify that the referral code is correct in the registry at HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\OfficeSoftwareProtectionPlatform (Name=ReferralData, Type=REG_DWORD, Data=<*Referral ID*>).

Installation is now complete

The computer is now ready for distribution to the end user.

Important:

For both the low-volume (default) installation and the high-volume (customized) installation, once the preload process is complete and the computer is destined for the end user:

- Do not run any Office 2010 applications.
- Do not run OOBE.

Updating the Installation

When new versions of the OPK are available, follow this step to update a network installation point. This procedure does not overwrite any customizations you made previously.

To update a network installation point with a new version of the OPK

- Run the copytoserver.bat file to copy the contents of the OPK DVD to a network installation point:

copytoserver *<Destination>*

where *<Destination>* is the location where the installation files are to be copied. This parameter is required to successfully complete the command. Run the copytoserver.bat file for all languages that are on the network installation point.