



Using Hartzell Service Document Forms

At this time, the ability to submit a form directly from the Hartzell Service Documents CD or the Hartzell website is not available. The form must be copied to your computer and submitted via e-mail. All forms are provided in a Microsoft Word format.

Refer to the applicable service document or service document appendix for details of the support program or reporting compliance.

INSTRUCTIONS

1. Select the appropriate form:
 - a. A box will ask if you want to "Open" the form or "Save", select "Save". Select the directory where you wish to save the form.

NOTE: If a download box does not appear and you are not given the option to "Open" or to "Save" the form from the website:

- (1) Return to the list of forms.
 - (2) Position the mouse over the title of the form you want to open.
 - (3) Right click the mouse and select "Save Target As", select the directory where you wish to save the form.
 - b. When the download is complete and the form has been saved to your hard drive, open the form.
2. Use the tab key to move throughout the form and complete all required fields of the form.

3. Save the completed form on your computer.

NOTE: If you save the form with a unique name, the original form will still be available on your computer for future use.

4. To submit the form to Hartzell Propeller Inc.
 - a. Open a new e-mail to techsupport@hartzellprop.com
 - b. Attach the completed form to the e-mail and send.

5. A Hartzell representative will reply within 24 hours with confirmation of receipt of the e-mail.

NOTE: Depending on the type of form submitted, a complete response to the e-mail may require more than 24 hours. A confirmation of receipt will be sent within 24 hours.

6. If you have any questions concerning how to use the forms or how to submit a form, please contact Hartzell Product Support Department at techsupport@hartzellprop.com or (937) 778-4379 option 3.