This User’s Guide provides detailed instructions on how to order manuals from the Beechcraft(151,101),(237,118)(237,101),(321,118)(321,101),(393,118)(393,101),(477,118)(477,101),(549,118)(549,101),(631,118)(631,101),(703,118) Technical Publications website, track those orders and manage/renew subscriptions. The Tech Pubs website is located at http://pubs.beechcraft.com. The site can also be accessed by going to the Beechcraft home page (http://www.beechcraft.com) click on Global Customer Support, Technical Publications, then the submenu Overview. This user’s guide assumes registration and log-in procedures are known. If additional assistance is needed or you are a first-time user, a Registration User’s Guide is available on the Help/FAQ section of the web site.

Ordering Technical Publications

Publications can be searched on most web pages of the Tech Pubs site. An advanced search is also available by clicking on the Advanced link under the Search button or by clicking on the Technical Manual Search link under the Technical Publications links. You can search the publications database by manual/revision (product type), model, manual type or part number. By default, results of your search include all product types (manuals, revisions, TR’s/TC’s) and the latest revision information. This includes information that is current but not available for sale. By default, prior revisions are not included.
Results can be downloaded in a text (.csv) format and the current view can be changed to show more or less results on the page.

To search for all revisions available on a manual, click on the Advanced link or the Technical Manual Search link.
Select **All Available Publications** to see a list of any prior revisions that are available. Click **Search**.

To search by description, enter a key word in the description field and click **Search** (do not use wildcards *).

To order online, search for the manuals or revisions and click on **Add to Cart**.

**Note:** If a manual or revision is current but no longer available, it will be listed as **Not Available** and the **Add to Cart** option will no longer be visible.
Repeat this step for additional items then click on View Cart.

Adjust quantities if necessary (click Update) then click on Checkout when ready.

On your first order, the checkout page automatically enters the last address entered into the system for your customer number. If this is not the correct address, click on Change This Address to open your company address book. Note: the next time you order, the Sold To will be whatever was entered on the previous order.
The **My Company Addresses** tab will show a list of all addresses on file for your company. If you have drop shipped orders to other companies, those addresses will also be listed (in gray). To locate the correct address, sort by Name, Attention or City or you can use the Windows find function (ctrl-f) and type in any part of the address. If your company has multiple addresses on file, you can click the **Add to Favorites** link under each address that you use frequently to move it to your personal **Favorites** tab. When you locate the correct address, click **Bill to this Address**.

If you do not find the address, click on the **Enter New Address** tab, fill out the information and click on **Bill to this Address**.
If you are ordering for someone else in the company or for an outside company, click on **Change this address** under the **Ship To**.

If you have added any addresses as Favorites, the Address book will open to the **Favorites** tab. If the address you are shipping the order to is not listed, click on **Enter New Address**. If it is listed, click on **Ship to this address**.

If you are shipping to an outside customer click on **Different Customer?**
Fill out the shipping information and click on **Ship to this address**.

Fill out the shipment and payment methods. *(Note: if a credit line is available, the Credit Limit Exceeded message will not appear. If the message appears, you must provide credit card information as payment.)*
Enter the serial number, if applicable, and any special notes. If there is a revision service available, you will have the option of opting out of it. If unchecked the revision service will automatically be set up for the Ship-To customer. If different arrangements need to be made for where the subscriptions are sent, enter the instructions in the **Order Notes** box. When ready, click on **Process Order**. Note: if you check the box to elect to waive revision service, you will not receive revisions.

After submitting your order you will receive an e-mail confirmation of the order. You will also receive an e-mail with tracking information when the order ships.
On the on-screen order summary, you can click on **Printer Friendly Version** to print a hard copy of the order. Note: if your order was for an Interactive Maintenance Library (IML) DVD, you have immediate access to Online IML Manuals.

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**Order Submitted**

Your Order has been submitted. [Click here to access IML Online Manuals.]

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If you have any questions or additional information regarding your order, please call 1-800-756-2665 and reference the Order Number below.

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### Order Details

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### Sold To:

- **Test Customer**
  - John Doe
  - P O Box 85
  - Wichita, KS 67201
  - 555-555-5555

### Ship To:

- **XYZ Company**
  - Director of Maintenance
  - 100 1st St
  - Denver, CO 80239
  - 555-555-5555

### Payment

- **Payment Type:** Credit Card
- **Account #:** XXXXX

### Shipping

- **Carrier:** Fed Ex
- **Ship Order Via:** 2nd Day

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### ORDER NOTES

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Click on **My Pubs Account** to follow the activity on the order.
**My Pubs Account** shows the order history and status as well as active subscriptions. The **Order History** tab will list the orders placed by your company. Click the **View Order** link to view a summary of the order. After an order ships, this summary will be updated with final billing information, including sales tax and shipping cost. This information will usually be available within 24 hours of the order shipping. For many orders it will be available within a few minutes after the order ships.

**My Pubs Account** can be accessed from most pages on the Tech Pubs website or click on your username to access it from **My Tools**.
Managing/Renewing Subscriptions

To manage subscriptions, including renewals, click on the **Subscriptions** tab. You can sort by any of the fields (part number, description, quantity, PO/ref#, serial, status) by clicking on the heading. The status tells you subscription expiration dates and which subscriptions are up for renewal.

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Click on the subscriptions you wish to renew (hint: click on the box next to “Part Number” to select all) and click **Renew Subs**. Click on **Inactivate Subs** if you wish to cancel the subscriptions. You can also just renew the subscriptions you want then the system will automatically inactivate the others later.
Enter the payment information and click on **Submit**.

By clicking the 'Submit', you agree to renew the listed subscriptions for one year. Applicable sales tax and shipping charges will be applied to the final invoice.
A summary page will advise the renewal has been submitted. You will also receive an e-mail verifying the renewal.

Click on your username to return to **My Tools** and the Technical Publications overview page.
If you wish to sign up for renewal e-mail notification, click the box on the Subscriptions tab. Please note that you will receive renewal notices for all subscriptions for your customer number, regardless of the attention to or address.

If you have requested access to view your Invoices/Credits, you can get a PDF copy of the invoice online one to two days after renewing the subscriptions. See Web Instructions in the Help/FAQ section of the Tech Pubs website for more information on Invoices.

For questions, please contact the Technical Manual Distribution Center (TMDC) at 1.800.796.2665 or +1.316.676.8238 or e-mail tmdc@beechcraft.com.