

Hotkey usage in PF3 explained

The procedural approach

In the PF3 manual the hotkey functionality is explained in detail. There is nothing wrong with the sequential way they are presented. But pilots tend to be in a 'situation' in a 'type of flight'. And that deserves another approach in the way the functionality of the hotkeys are presented to the reader. In this document this functionality is described in short. For more details see the PF3 manual.

Situations:

Hotkeys for general use

VFR flights

- VFR flights using Unicom/Multicom
- VFR flights using FSS

IFR flights

- Hotkeys that are active while connected to Clearance
- Hotkeys that are active while on the ground and connected to Ground/Tower
- Hotkeys that are active while taxiing
- Hotkeys that are active while airborne
- Hotkeys that are active while connected to Departure
- Hotkeys that are active while connected to Centre/Control
- Hotkeys that are active while connected to Approach
- Hotkeys that are active while in flight and connected to Tower

Hotkeys that are active while using Voice

Flying to or from uncontrolled airports..

Hotkeys for general use

Unless stated otherwise this group of hotkeys will work always. VFR and IFR, on the ground or airborne, they are functional as long as you are connected with ATC. Be aware that you (and PF3) have to 'know' the frequencies needed before you activate your flight plan.

Hotkey '\'

This key is used to request ATC to repeat (*say again*) their last instruction to you.

Hotkey Ctrl + Shift + =

You would use this key to ask ATC to '*Say Again*' should you ever need them to repeat their last instruction to you.

Hotkey Ctrl + Shift + Y

Indicates '*Yes*' or '*Affirmative*'

Hotkey Ctrl + Shift + N

Indicates '*No*' or '*Negative*'

Hotkey Ctrl + Shift + C

This hotkey is used to toggle PF3's *Closed Caption* mode *ON/OFF* and can be used at any time once you have connected to your flight sim.

Hotkey Ctrl + Shift + V

This hotkey is used to **change** the current **Virtual Co-pilot mode** during your flight.

VFR flights using Unicom/Multicom

Hotkey '0' (zero)

Used for initial **check-in** (not on the ground).

Hotkey '2'

Used to announce entering **Downwind**.

Hotkey '3'

Used to announce turning **Base**.

Hotkey '4'

Used to announce turning to **Finals**.

Hotkey '5'

Used to announce you are **clear** of the **runway**.

Hotkey '6'

Used to announce you are **taking** the **runway**.

Hotkey '7'

Used to request **field advisories** (*Unicom only*).

Hotkey '8'

Used to announce you are **leaving** the **area** (*Multicom*).
Used to announce you are **departing** the **area** (*Unicom*).

VFR flights using FSS

Hotkey '0' (zero)

Used to request they **Open** your **flight plan**.

Hotkey '1'

When tuned to an FSS frequency this hotkey is used to request they **Close** your **flight plan**.

Hotkey '2'

Used to **extend** your **ETA** by **30** minutes.

Hotkey '3'

Used to **request weather** advisories.

Hotkey '4'

Used to request the **control center's frequency**.

Hotkey '6'

Used to toggle your flight plan **IFR/VFR**.

Hotkey '7'

Used to request **airport advisories**.

Hotkey '8'

Used to **amend** your **flight plan** to land at the next available airport.

IFR flights

Hotkeys that are active while connected to Clearance

Hotkey '0' (zero)

Used for initial check-in and to request **clearances**.

Hotkey '2'

Use of this key sends an automatic request for an **ACARS ATIS** report for your **destination** airport.

Hotkey Ctrl + Shift + W

At your departure airport, after ATC has told you which **runway to taxi to**, you can use this hotkey to *request another runway*.

Hotkeys that are active while on the ground and connected to Ground/Tower

Hotkey '0' (zero)

Used for initial **check-in** with Ground when you're ready to **taxi**.

Used for initial **check-in** with Tower when you're ready to **taxi** if there are **no Ground** facilities at your airport.

Hotkey '1'

If tuned to Ground Control **and** TGS is active this hotkey is used to **turn TGS off**.

Hotkey '2'

Use of this key sends an automatic request for an **ACARS ATIS** report for your **destination** airport when connected to Ground.

Hotkey '6'

Used to request a **radio check** when connected to Ground.

Used to initially **check in** with Tower and request permission to **takeoff**

Hotkey '7'

Used to request the **altimeter** setting when connected to Ground.

Used to request **field advisories** when connected to Tower.

Hotkey Ctrl + Shift + W

At your departure airport, after ATC has told you which **runway to taxi to**, you can use this hotkey to *request another runway*.

Hotkeys that are active while taxiing

Hotkey Ctrl + Shift + D

Whilst on the ground this will toggle PF3's AI **ground traffic** detection on/off.

Hotkey '5'

Used to announce you are **clear** of the **runway** and request **taxi** instructions.

Hotkey '8'

Used to toggle the **Auto Taxi speed** function (only when TGS is active).

Hotkey Ctrl + Shift + W

When TGS is active (during your taxi to/from) the runway this hotkey provides the means to **skip the next taxi waypoint**.

Hotkeys that are active while airborne

Hotkey 'H'

This key is used to request a **higher altitude** during your flight.

Hotkey 'L'

This key is used to request a **lower altitude** during your flight.

Hotkey '2'

Use of this key sends an automatic request for an **ACARS ATIS** report for your **destination** airport. *NOT while connected to Approach!*

Hotkey '3'

Request **lower** altitude due to **clouds**.

Hotkey '4'

Used to request a **higher** altitude due to **clouds**.

Hotkey '5'

Used to request a **lower** altitude due to **turbulence**.

Hotkey '6'

Used to request a **higher** altitude due to **turbulence**.

Hotkey '7'

Used to request **vectors**.

Hotkey '9'

Used to report your **position**. *(Not when connected to Tower)*

Hotkey Ctrl + Shift + D

Once airborne this hotkey is used to request a '**Direct to....**' a particular waypoint in your flight plan.

Hotkey Ctrl + Shift + E

Use this key to declare an **emergency** during your flight.

Hotkey Ctrl + Shift + W

During your flight this hotkey can be used to *Warp* your aircraft to any *waypoint* in your flight plan.

Hotkeys that are active while connected to Departure

Hotkey '0' (zero)

Used to initially *check-in* or if flying *VFR* to request *Flight Following*.

Hotkey '2'

Use of this key sends an automatic request for an *ACARS ATIS* report for your *destination* airport.

Hotkeys that are active while connected to Centre/Control

Hotkey '0' (zero)

Used to initially *check-in* or if flying *VFR* to request *Flight Following*.

Hotkey '1'

If tuned to Control Center or Approach this key is used to request a *'Cleared to Finals...'* approach.

Hotkey '2'

Use of this key sends an automatic request for an *ACARS ATIS* report for your *destination* airport.

Hotkey '8'

Used to report you are *diverting* to your alternate airport or to report airport *in sight* when instructed to do so.

Hotkeys that are active while connected to Approach

Hotkey Ctrl + Shift + W

During the approach to your destination airport, immediately after ATC has told you which *runway to expect* for landing, you can use this hotkey to request an *alternative runway*.

Hotkey '0' (zero)

Used to initially *check-in* or if flying *VFR* to request *Flight Following*.

Hotkey '1'

If tuned to Control Center or Approach this key is used to request a *'Cleared to Finals...'* approach.

Hotkey '2'

Request an *instrument approach*.

Hotkey '8'

Used to report the *airport is in sight*.

Hotkeys that are active while in flight and connected to Tower

Hotkey '1'

If tuned to Tower, **during** the **approach** phase of your flight, this key is used to initially **check-in** with the Tower controller for permission to land.

Hotkey '2'

Used to Report **Downwind**.

Hotkey '3'

Used to report turning **Base**.

Hotkey '4'

Used to report turning to **Finals**.

Hotkey '5'

Used to request the option (**touch 'n' go**).

Hotkey '8'

Used to report you are **diverting** to your alternate airport.

Hotkey '9'

Used to report a **go-around/missed approach**.

Hotkeys that are active while using Voice Recognition software

Hotkey ESC

This key is used as your PTT (**press to talk**) switch when using a Voice Recognition program alongside **PF3**.

Flying to or from uncontrolled airports.

Uncontrolled airports (no 'Tower' frequency) are mostly used by GA aircraft, but small airlines fly to and from many of them, usually with commuter planes. If you fly one of those you need to do a bit more in the preparation part of your flight.

Before loading your flight plan in PF3 you need to 'know' what frequencies are active on those airports you fly to or from. You have to remember one thing: *'whatever frequencies there are active for any airport in FS, they are in PF3 and nothing more!'* Unless... you add them yourself in PF3.

Bear in mind, that if you depart from an uncontrolled airport and you want to continue your flight under FSS or IFR on higher altitudes, you also need to know the FSS frequency or the Centre/Control frequency for the region you are in.

If you have *no other way* to find out all the frequencies you need, do like this: Load your flight plan in PF3; Connect with FS; Open the **PF3-Displayer** program; Left or right click on 'Dept Freqs', 'Ctrl Freq', and 'Dest Freqs' and you can see what frequencies are available. The ones you miss can be added to PF3, but then you have to disconnect from FS; got to the Options #2 etc.; add the frequencies you need; re-load your flight plan and re-connect with FS. That's it!

Preparation is the mother of skill!