

LEARN HOW TO USE SYNC IN YOUR VEHICLE

SYNC is a voice-activated technology personalized by you. It is a hands-free, voice recognition system used for entertainment, information and communication.

owner.ford.com

This Quick Reference Guide is not intended to replace your vehicle *Owner's Manual* which contains more detailed information concerning the features of your vehicle, as well as important safety warnings designed to help reduce the risk of injury to you and your passengers. Please read your entire *Owner's Manual* carefully as you begin learning about your new vehicle and refer to the appropriate sections when questions arise.

All information contained in this Quick Reference Guide was accurate at the time of duplication. We reserve the right to change features, operation and/or functionality of any vehicle specification at any time. Your Ford dealer is the best source for the most current information. For detailed operating and safety information, please consult your *Owner's Manual*.



United States

Ford Customer Relationship Center

1-800-392-3673 (FORD)
(TDD for the hearing impaired: 1-800-232-5952)
owner.ford.com



@FordService

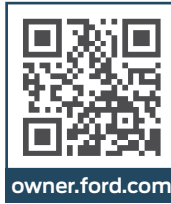
Canada

Ford Customer Relationship Centre

1-800-565-3673 (FORD)
ford.ca



@FordServiceCA



owner.ford.com

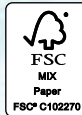


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LEARN MORE ABOUT YOUR NEW VEHICLE

Scan the country-appropriate QR code with your smartphone (make sure you have a scanner app installed) and you can access even more information about your vehicle.

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Quick Reference Guide



2016 **FOCUS** ELECTRIC



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WARNING: Driving while distracted can result in loss of vehicle control, crash and injury. We strongly recommend that you use extreme caution when using any device that may take your focus off the road. Your primary responsibility is the safe operation of your vehicle. We recommend against the use of any hand-held device while driving and encourage the use of voice-operated systems when possible. Make sure you are aware of all applicable local laws that may affect the use of electronic devices while driving.



SYNC® 3 Commonly Used Voice Commands

*IF EQUIPPED

Pull the voice control  on the steering wheel, and then say:

Basic Commands

- Main menu
- Go back
- Cancel
- List of commands
- Next page
- Previous page
- Help

Audio

- AM <530-1710>
- FM <87.9-107.9>
- CD
- USB
- *Bluetooth* audio
- Sirius <0-233>
- <Sirius channel name>

Navigation*

- Navigation list of commands
- Destination <home/previous destination>
- Find <POI/an address/intersection>
- Show <turn list/map/destination>
- Where am I?
- SiriusXM Traffic and Travel Link list of commands
 - Show <traffic/weather map/5 day forecast/fuel prices>
 - Help

Phone

- Phone list of commands
- Pair phone
- Call <name>
- Call <name> <on cell/at home/at work>
- Dial <number>
- Listen to messages
- Listen to text message <number>
- Reply to message

Apps

- List mobile apps
- Find new apps

Some services may not be available in your area. For more complete information on SYNC, refer to your SYNC Supplement, visit the website or call the toll-free number. *For U.S. customers*, visit owner.ford.com or call 1-800-392-3673 (select Option 1 or 2 for language, then Option 3). *For Canadian customers*, visit SyncMyRide.ca or call 1-800-565-3673 (select Option 1 or 2 for language, then Option 3).

Smart Start

10 QUICK TIPS

1. CHARGE PORT DOOR AND LIGHT RING


The charge port is on the front left fender. Press the indentation on the charge port door to open it. To close, press and hold the indentation until the door rotates and closes. The light ring indicates the approximate charge status of your high-voltage battery system as it charges.



2. CHARGE OPTIONS

Focus Electric comes equipped with a 120V convenience charge cord. Ford recommends upgrading to the optional 240V charging station for faster, more efficient charging. Use of an available, Ford-branded 240V home charging station takes approximately 3.6 hours to fully charge an empty battery. In addition, you can charge your Focus Electric anywhere you find a 120V/240V charge station. Every charge station uses the same connector.

3. PUSH BUTTON SILENT START SWITCH

To start your Focus Electric, press the brake pedal and press the **START STOP** control on the instrument panel. The green indicator light  lets you know that your Focus Electric is ready to drive.

4. SMARTGAUGE® WITH ECOGUIDE

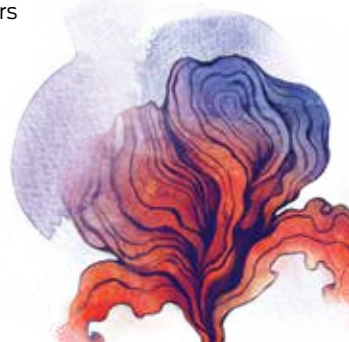
Use your 5-way controls located on your steering wheel to interact. You can choose and confirm settings and messages, control many of the SYNC 3 functions, and change how you view your Focus Electric vehicle information.

5. RANGE SCREENS

Choose several ways to view vehicle range. Enter a destination and range view to learn if you have enough plug-in power to get there. The various screens can also show miles or kilometers per charge, distance until your plug-in power depletes and an evaluation of economical driving habits. The visual cues of butterflies in the right cluster lets you know your range surplus: more butterflies equal greater surplus.

6. BRAKE COACH

After your vehicle comes to a stop, this screen automatically appears in your display. It coaches you to maximize the amount of energy returned through the regenerative braking system. The percentage displayed indicates the regenerative braking efficiency.



7. MOBILE APP FOR YOUR SMARTPHONE

View your vehicle's charging information on a computer or other Web-accessible mobile device, smartphone or from your vehicle by downloading your free MyFord Mobile app for your phone. Visit myfordmobile.com and enhance your charging experience with these key features and more:

- **Text Alert:** Receive text messages on your phone that notify you of your vehicle's charging status and other functionality.
- **Find a Charging Station:** Locate charging stations when you are on the go so you can recharge while you are out.

8. CABIN CONDITIONING

Get the most miles out of every charge by letting the interior of your Focus Electric warm up or cool down while you still have it plugged in and charging. Use MyFord Mobile to set the cabin temperature and departure time before you leave.

Note: Extreme outside temperatures or 120V charging may reduce cabin conditioning effectiveness.

9. TRIP PLANNER

Locate the best routes to your destination based on charge levels and available charging stations. After you input your destination, MyFord Mobile interfaces with the vehicle to provide the confidence to always know how far you can go, and the most economical way of getting there.

10. VALUE CHARGING

MyFord Mobile gives Focus Electric drivers a unique "set it and forget it" charging feature. The app lets you know when the cheapest rates are available and allows you to set your vehicle's charging time accordingly.

Contact your utility company to learn if regular charging during non-peak times requires a rate plan change.



Instrument Panel



1 CRUISE CONTROL

To Set Your Cruise Control Speed

- Press and release **ON**.
- Drive to the desired speed.
- Press and release **SET+**, then take your foot off the accelerator.


After you set your speed, you can adjust your cruise speed by pressing and releasing **SET +/-**. To disable, press and release **OFF**.

2 LEFT VEHICLE INFORMATION DISPLAY

Provides specific information about various systems on your vehicle including the status of your high-voltage battery and the other unique features of your electric vehicle.

Use the left-hand, 5-way controls located on the steering wheel to choose and confirm settings and messages. Refer to the *Instrument Cluster* and *Information Displays* chapters of your *Owner's Manual* for more information.

3 POWERTRAIN FAULT LIGHT

 Lights when your vehicle detects a powertrain or high-voltage charge system fault. If the indicator stays on or continues to come on, contact your authorized dealer as soon as possible.


4 TILT/TELESCOPE STEERING COLUMN


Unlock the steering wheel by pulling the lever down. Adjust the steering wheel to the desired position. Push the lever up to lock the steering wheel in place.

5 RIGHT VEHICLE INFORMATION DISPLAY

Displays information about Entertainment, Phone, Navigation* and Surplus. Use the right hand 5-way controls located on your steering wheel to scroll through, highlight and make minor adjustments within a selected menu. Refer to the *SYNC Supplement* for more information.


6 MEDIA STEERING WHEEL CONTROLS

 Press + to increase or – to decrease volume levels.

 Press the right or left arrows to hear the next or previous saved radio station, CD track or MP3 choice.


Pull  to access voice recognition.

Press  to answer an incoming phone call.

Press  to end a phone call and exit phone mode.

7 PUSH BUTTON SWITCH AND READY TO DRIVE

Note: Your intelligent access transmitter must be inside the vehicle to put the vehicle in “Ready to Drive” mode. The keyless warning alert sounds when you open the driver’s door and your vehicle is in RUN.

Allows you to go into “Ready to Drive” mode by pressing the **START STOP** control while fully pressing down on the brake pedal. A green “Ready to Drive” indicator light  appears in the instrument cluster after you start the vehicle. This lets you know that the vehicle is turned on and ready for driving. Press the **START STOP** control again to switch the vehicle off.

8 HAZARD CONTROL

*IF EQUIPPED



Use the touchscreen to explore and interact with your vehicle. The screen works the same way as traditional controls, knobs and buttons do. Press the various icons on your touchscreen to personalize the many features and settings of your vehicle. The system provides easy interaction with your cellular phone, multimedia entertainment, navigation system* and apps.

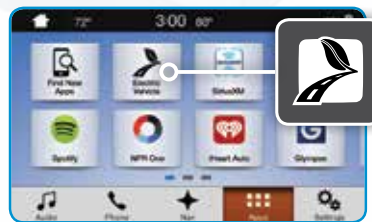
Before You Get Started

Pair your phone with SYNC 3 (see the *Pairing Your Phone with SYNC 3* section in this guide for instructions on how to do this).



Press the **Apps** icon and then the Electric Vehicle “road and leaf” icon to access your Power Flow Status and Charge Settings.

- The Power Flow Status displays how your vehicle uses its power at any moment.
- The Charge Settings screen lets you schedule charging, GO times and cabin conditioning times, as well as view charge status and more. Four other selections include:
 - My GO Time summary
 - Charge status and actual times
 - Charge profile and mode
 - Estimated charge time limits



CREATE YOUR ACCOUNT

1. Set up your owner account at **owner.ford.com** (U.S.) or **SyncMyRide.ca** (Canada). Register by following the on-screen instructions. After registering, you can learn about the services available to you.
2. SYNC uses a wireless connection called **Bluetooth®** to communicate with your phone. Switch **Bluetooth** mode on in your phone's menu options. This lets your phone find SYNC.
3. You can also enjoy free customer service. For more details on setting up your account, visit **owner.ford.com** (U.S.) or **SyncMyRide.ca** (Canada).

WHY DO YOU NEED A SYNC OWNER ACCOUNT?

A SYNC owner account allows you to receive the latest software updates, and if you have questions, you get free customer support. Some services may not be available in your area. Create your account by visiting the website or calling the toll-free number for more information. See page 3 of this guide for details.

PAIRING YOUR PHONE WITH SYNC 3

Make sure your vehicle is in park (P), and your ignition and radio are switched on. Also, enable your phone's **Bluetooth** feature to let SYNC 3 discover your phone. For more info, visit **owner.ford.com** (U.S.) or **SyncMyRide.ca** (Canada).

1. Touch **Add Phone** on your touchscreen. **Find SYNC** appears on the screen, and instructs you to begin the pairing process from your device.
2. Select **SYNC** and a six-digit PIN appears on your device. If the system prompts you to enter a PIN on your device, enter the PIN displayed on the touchscreen, and then skip the next step.
3. When prompted on your phone's display, confirm that the PIN provided by SYNC matches the PIN displayed on your cellular phone.
4. The display indicates when the pairing is successful.

The System May Prompt You to

- Set your phone as the **primary or favorite** (the primary phone receives messages and voicemail).
- Download your phone book (required to use the full set of voice commands).
- Turn on 911 Assist®.

Tips

- Make sure you accept the request from SYNC to access your phone.
- To pair subsequent phones, please refer to your *SYNC Supplement*.
- If you are experiencing pairing problems, try performing a clean pairing by deleting your services from SYNC and deleting the SYNC connection from your phone, and then repeating the process.

PHONE

After pairing your phone, you can access more phone-dependent features:


- Recent call lists.
- Contacts: Sort alphabetically and choose a specific letter to begin viewing your entries.
- Phone settings: Pair another phone, and set ring tones and alerts.
- Text messages.
- Do not disturb: Send all calls to your voicemail, and all ring tones and alerts set to silent mode.

Note: Use the voice commands to make calls. Say “Call James at home” or “Dial 555-1212”. You can use the touchscreen to place calls as well. Refer to your *SYNC Supplement* for complete details.

USING MY PHONE WITH SYNC 3

Note: Enter your phone book contacts with both first and last names to increase the ability of SYNC to select the correct contact. Remember to say the contact name exactly as you listed it in your phone book.



Making a Phone Call

Use SYNC to make a phone call to anyone in your phone book by pulling the voice control . When prompted, give a voice command.

For example, you could say “Call Jake Smith at home”. SYNC repeats the command back to you and dials the number.

Note: You can also make phone calls by pressing the voice button and when prompted, give the voice command “Dial” to initiate the call.

Answering Incoming Calls

Whenever you have an incoming call, the name and number of the person calling appears in your display. Press the phone button  to answer an incoming call. You can hang up at any time by pressing the phone button .

Do Not Disturb Mode

This feature blocks incoming calls and text messages, and saves them for later. You still have access to outgoing calls when this feature is active. Say the voice command “Do not disturb on” to enable and “Do not disturb off” to disable.

NAVIGATION*

Press the navigation* icon and then select one of two ways to find your destination:

- Destination mode lets you key in a specific address or use a variety of search methods to locate where you want to go.
- Map mode shows advanced viewing of 2-D city maps, 3-D landmarks and 3-D city models (when available).

Set a Destination

Press **Destination** on your touchscreen and then press **Search**. Enter a street address, intersection, city or a point of interest (POI).

You can also use voice commands. Say “Find a point of interest” and then select a category, such as hotels or restaurants.

After you choose your destination, press **Start Route**. The system uses a variety of screens and visible prompts to guide you to your destination.

The navigation map shows your estimated time of arrival, remaining travel time and the distance to your destination.

Navigation Menu

While you are on your route, you can change your touchscreen view: Touch **Menu** on the bottom of the screen, and then select **Screen View** to choose from any of the following:

- Full Map.
- Highway Exit Info displays on the right side of the touchscreen. View POI icons (restaurants, ATMs, etc.) as they pertain to each exit. You can select a POI as a waypoint, if you wish.

- Turn List shows all of the available turns on your current route.
- Traffic List displays SiriusXM Traffic and Travel Link* information. The system calculates efficient routes based on available speed limits, traffic and road conditions.

SETTINGS

Touch the **Settings** icon to customize information within your vehicle. Adjust the clock, display, some vehicle features and sound settings.

APPS

Stream Apps

The system supports the use of certain audio apps such as Pandora® or iHeartRadio® through a USB or Bluetooth-enabled devices.

Each app gives you different onscreen options depending on the app's content.

For more information, refer to your *SYNC Supplement*. For support, visit the website or call the toll-free number. See the inside front cover of this guide for details.

AUDIO



No matter how you store your music, SYNC makes it yours to enjoy when you're behind the wheel. Press the audio icon on the touchscreen. From here, you can easily go between AM, FM, SiriusXM and other media sources.

Set Your Radio Presets

- Tune to the station and then press and hold one of the memory preset buttons. The audio mutes briefly while the system saves the station, and then the audio returns.
- Two preset banks are available for AM and three banks for FM. To access additional presets, tap the preset button. The indicator on the preset button shows which bank of presets you are currently viewing.

Bring in Your Own Music

Use SYNC to play all of your favorite music from phones, flash drives and other devices.

Plug your device into a USB port, select **SOURCE** and then choose **USB**. Wait for the system to finish indexing your music to begin listening. You can even create random playlists by using the Shuffle function.

SURPLUS MODE



In Surplus mode, either butterflies or a gauge represent your surplus or status. The number of butterflies matches the current surplus or status distance, with a maximum of 16 butterflies.

- If you entered your next charge destination in the navigation system and you see butterflies on your screen, then you should be able to make your destination, and have a Surplus.
- If you see butterflies but did not enter your next charge destination, then you should be able to achieve the range estimate shown at the start of your drive, and have a positive Status.

See the *Information Displays* chapter in your *Owner's Manual* for more information.

Convenience

REMOTE ENTRY ICONS

- Press once to lock all doors. Press again within three seconds to confirm that you locked all doors.
- Press once to unlock the driver's door. Press again within three seconds to unlock all doors.
- Press to activate the panic alarm. Press again or switch the vehicle on to deactivate.
- Press twice within three seconds to release the liftgate latch.
- Car finder: Press twice within three seconds to locate your vehicle. The horn sounds and the direction indicators flash.

INTELLIGENT ACCESS

Note: Your transmitter must be within 3 feet (1 meter) of the vehicle for intelligent access to function properly.

To unlock the driver's door, pull the front exterior door handle. To lock the doors, press the sensor button on the door handles. To unlock and open the liftgate, press the exterior liftgate release button near the license plate.



The intelligent access transmitter also contains a mechanical key blade which can be used to unlock the driver door, if necessary.

REMOTE START

Remote start allows you to start your vehicle from outside the vehicle using your key. To start, press and then press twice within three seconds. Once inside, apply the brake while pressing the **START STOP** control. Shift into drive (D) and go. To switch off your vehicle from outside the vehicle after using your remote start, press once.

Note: It is also possible to switch your vehicle on and off using the MyFord® Mobile application on your smartphone.

CHARGING YOUR VEHICLE

Your vehicle must be in park (P) to charge. Press the indentation located on the charge port door and the door rotates open. Plug the charging coupler into the vehicle's charge port receptacle and make sure that the button "clicks" confirming that you completely engaged it.

- When the vehicle detects the connection, each quadrant of the light ring flashes in a clockwise manner two full times (indicating the start of a normal charge cycle).
- When you are done charging your vehicle, press the button on the charging coupler and remove it from the charge port receptacle.



- Close the charge port door by pressing and holding the indentation on the door until the door rotates counterclockwise and closes. See your *Owner's Manual* kit for complete information on charging your vehicle.

Essential Information

SINGLE-SPEED TRANSMISSION

Your single-speed transmission is built specifically to handle the high RPM range that comes with an all-electric motor. This gives you a quiet, energy-efficient ride, delivering quick responsiveness, smooth acceleration and no-compromise driving fun.

TOWING YOUR VEHICLE

Towing your vehicle behind an RV or any other vehicle may be limited. Refer to *Towing the Vehicle on Four Wheels* in the *Towing* chapter of your *Owner's Manual*.

TEMPORARY MOBILITY KIT

Your temporary mobility kit is in the luggage compartment.


The kit consists of an air compressor to reinflate the tire and a canister of sealing compound that seals most punctures caused by nails or similar objects. This kit provides a temporary tire repair, allowing you to drive your vehicle up to 120 miles (200 km) at a maximum speed of 50 mph (80 km/h) to reach a tire service location. Refer to the *Wheels and Tires* chapter of your *Owner's Manual* for complete instructions on use.

ROADSIDE ASSISTANCE

Your new Ford vehicle comes with the assurance and support of 24-hour emergency roadside assistance. To receive roadside assistance in the United States, call **1-800-241-3673**. In Canada, call **1-800-665-2006**.



TIRE PRESSURE MONITORING SYSTEM

Your vehicle lights a low tire pressure warning light  in your instrument cluster when one or more of your tires are significantly under-inflated. If this happens, stop and check your tires as soon as possible. Inflate them to the proper pressure. Refer to the *Wheels and Tires* chapter of your *Owner's Manual* for more information.

Function

REAR VIEW CAMERA

This system provides a video image of the area behind the vehicle. The display automatically appears in the touchscreen when the vehicle is in reverse (R) and uses green, yellow and red guides to alert you of your proximity to objects.



REAR PARKING AID

This system sounds a warning tone if there is an obstacle near the vehicle's rear bumper when the vehicle is in reverse (R) and is traveling less than 3 mph (5 km/h). The warning tone increases in frequency as the object gets closer.

Note: Visibility aids do not replace the need to watch where the vehicle is moving. Refer to your *Owner's Manual* for safety information, more details and limitations.

MYKEY®

MyKey allows you to program certain driving restrictions in order to promote good driving habits. You can program speed restrictions, limit audio volume levels and force safety belt reminder chimes to remain on. For complete information, refer to the *MyKey* chapter in your *Owner's Manual*.

TILTING HEAD RESTRAINTS

The front head restraints may have a tilting feature for extra comfort. Tilt the head restraint forward by gently pulling the top of the head restraint. Once it is in the forward-most position, tilting it forward once more releases it back to the upright position.

Pull up to raise the head restraint. To lower, press the head restraint down while pressing and holding the guide sleeve adjust/release button.

Note: Do not attempt to force the head restraint backward after it is tilted. Instead, continue tilting it forward until the head restraint releases to the upright position.

