

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.

SyncMyRide.com (United States)
SyncMyRide.ca (Canada)

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)
fordowner.com

@FordService

Canada
Ford Customer Relationship Centre

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



fordowner.com



ford.ca

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



2015 **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.



Commonly Used Voice Commands SYNC® Say the Word.

*IF EQUIPPED

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



Basic Commands

- » What can I say?
- » List of commands
- » Main menu
- » Previous
- » Next
- » Go back
- » Exit
- » Help



Entertainment

- » Audio list of commands:
You can also get detailed lists of commands for radio, USB, Bluetooth® audio, SiriusXM and SD card*
- » Radio
 - <On/Off>
 - FM <87.9-107.9>
 - FM preset <#>
- » CD
 - Play track <1-512>
 - Shuffle <On/Off>
- » USB
 - Play song <name>
 - Play album <name>
- » SiriusXM <channel name>
- » Preset <#>



Navigation*

- » Navigation list of commands (if equipped)
- » Destination street address <number, name, city>
- » Destination home
- » Navigation voice <On/Off>
- » Navigation voice volume <increase/decrease>
- » Repeat instruction
- » Show <map/north-up/heading-up/3-D>
- » Travel Link list of commands
- » Traffic
- » Weather
- » Movie listings
- » Electrical vehicle charging station locations and plug availability
- » Sports <headlines/scores/schedule>



Climate

- » Climate control list of commands
- » Climate temperature



Phone

- » Phone list of commands
- » Dial
- » Call <name> on cell/at home/at work
- » Call voicemail
- » Do not disturb
- » Listen to text message (phone-dependent feature)

Some services may not be available in your area. Refer to your *Owner's Manual*, visit the website or call the toll-free number for more information. **For U.S. customers:** visit SyncMyRide.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 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

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

4. SMARTGAUGE® WITH ECOGUIDE

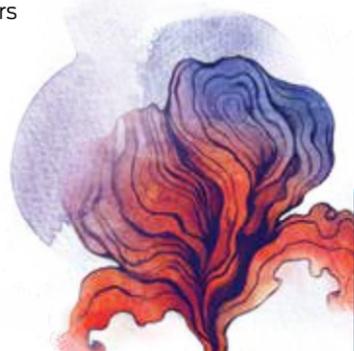
Use your 5-way controls located on your steering wheel to interact. You can choose and confirm settings and messages, control many of the SYNC with MyFord Touch functions, and change how you view your Focus Electric vehicle information.

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. MYFORD® 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**.
- Accelerate 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* chapter of your *Owner's Manual* for more information.

3 SERVICE VEHICLE SOON 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 *MyFord Touch®* chapter in your *Owner's Manual* 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 START 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** button 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** button again to switch the vehicle off.

8 HAZARD CONTROL

*IF EQUIPPED

SYNC® with MyFord Touch®

SYNC. Say the Word.



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

Before You Get Started

- Pair your phone with SYNC before using MyFord Touch (see the *To Pair Your Phone with SYNC* section in this guide for instructions on how to do this).
- If you have the navigation SD card*, make sure that it is inserted into the SD slot in your media hub or your navigation* cannot work.

EV INFO

Press the “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 quadrants arranged clockwise include:
 - My GO Times
 - High-voltage Battery Charge Status
 - Charge Profile
 - Charge Status

CREATE YOUR ACCOUNT

1. Set up your owner account at SyncMyRide.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. If you need more details on setting up your phone with SYNC, visit SyncMyRide.com (U.S.) or SyncMyRide.ca (Canada), or your phone manufacturer's website.

WHY DO YOU NEED A SYNC OWNER ACCOUNT?

A SYNC owner account allows you to receive the latest software updates that add new places, directions and information. When 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 the inside front cover for details.

PAIRING YOUR PHONE WITH SYNC

In order to use many of the features of SYNC, you must first connect or pair your phone with SYNC. Make sure that your vehicle is in park (P), and you switch your vehicle and radio on, then:

1. Touch **Add Phone** in the upper left corner of the touchscreen. **Find SYNC** appears on your screen and instructs you to begin the pairing process from your device.
2. Make sure that **Bluetooth** is set to **ON** and that your cellular phone is in the proper mode. See your phone's manual, if necessary. Select SYNC, and a six-digit PIN appears on your device.
3. If the system prompts you to enter a PIN on your device, then it does not support Secure Simple Pairing. To pair, enter the PIN displayed on the touchscreen. Skip to the next step.
4. When prompted on your phone's display, confirm that the PIN provided by SYNC matches the PIN displayed on your cellular phone.
5. 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 *Pairing Subsequent Phones* in the SYNC chapter of your *Owner's Manual*.
- 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 repeat the process.

PHONE

Voice-control your phone for hands-free calling with your phone securely put away. With SYNC, you won't even need to know the phone number. Just say the name of the person you want from your contacts.

Your Phone Connects You with Many Other Features

- Connect directly to a 911 Operator in the event of an accident (feature must be set to **ON** prior to an incident).
- Transfer calls seamlessly from SYNC to phone as you get in or out of your vehicle.

Refer to the *MyFord Touch* chapter of your *Owner's Manual* for complete details.

USING MY PHONE WITH SYNC

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" again 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 sends 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*

Get started with your navigation system by pressing the upper-right, green corner. The available, voice-activated navigation system includes:

- SiriusXM Traffic™
- SiriusXM Travel Link™
- 3-D mapping
- Turn-by-turn navigation

Some features require activation. Refer to the *MyFord Touch* chapter of your *Owner's Manual* for complete details.

Tips

- Save your favorite locations by touching "Save to Favorites".
- Change your map views from Heading Up, North Up or 3-D.

Set a Destination

Set a destination on your touchscreen by using a street address, a city center, a place on the map or a point of interest (POI). The easiest way, however, is by voice.

1. Pull the voice control . When prompted, say "Destination street address".
2. The system asks you to say the full address and displays an example on-screen.
3. You can then speak the address naturally, such as: "One two three Main Street, Anytown".

You can also use the touchscreen to enter a destination and narrow your choices by city or street as you type.

You can choose from up to three different types of routes:

- **Fastest:** Uses the fastest moving roads possible.
- **Shortest:** Uses the shortest distance possible.
- **Eco (EcoRoute):** Uses the most energy-efficient route.

CLIMATE

SYNC with MyFord Touch controls the temperature, airflow direction and fan speed, and activates other climate features for you and your passenger. To use voice commands to operate the climate control, say a voice command like "Climate temperature 72 degrees" and MyFord Touch makes that adjustment.

Set Your Temperature

- Touch the lower-right, blue Climate corner on the touchscreen.
- Set your exact, desired temperature by using the + or – buttons.

ENTERTAINMENT



No matter how you store your music, SYNC makes it yours to enjoy when you're behind the wheel. Press the lower-left, red corner of the touchscreen. From here, you can easily go between AM, FM, CD, USB and other media sources.

Set Your Radio Presets

- Touch the Entertainment corner on the touchscreen.
- Touch *FM*.
- Touch *Direct Tune*.
- Enter the desired station and touch *Enter*.
- Touch *Presets* and then touch and hold one of the memory preset buttons to save it. The sound mutes briefly and returns once the system saves the station.

USING SYNC TO ACCESS DIGITAL MEDIA

Plug in your USB media devices, such as phones and MP3 players, and use SYNC to play all of your favorite music.

Using Voice Commands to Play Music

1. Plug your media player into your USB port.
2. Pull the voice control . When prompted, say "USB", then follow-up by saying one of the voice commands.

SURPLUS MODE



In Surplus mode, either butterflies or a gauge represents 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 you 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 you have a positive Status.

See the *Instrument Cluster* 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** button. 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* 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 floor of the cargo area. Loosen the Velcro® strap to access the kit.

The kit consists of an air compressor to reinflate the tire and a sealing compound in a canister that seals most punctures caused by nails or similar objects. Do not attempt to repair punctures larger than 1/4 inch (6 mm) or damage to the tire's sidewall. Refer to the *Wheels and Tires* chapter of your *Owner's Manual* for complete instructions on use.

Note: This kit provides a temporary seal allowing you to drive your vehicle up to 120 miles (200 km) at a maximum speed of 50 mph (80 km/h).

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**.



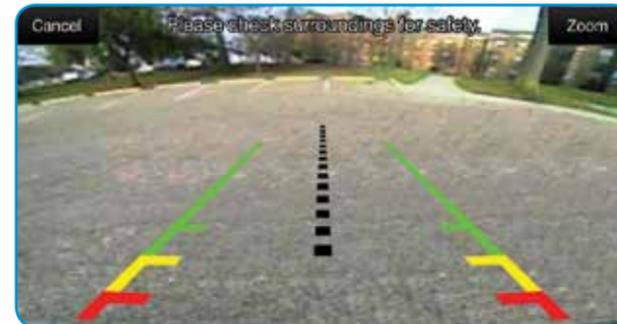
TIRE PRESSURE MONITORING SYSTEM

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 SENSING SYSTEM

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.

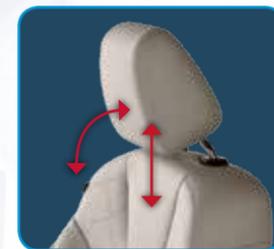
MYKEY®

MyKey allows you to program certain driving restrictions in order to promote good driving habits. You can program things like speed restrictions, limited volume levels and safety belt reminders. For complete information, refer to the *Locks and Security* 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.