

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 chapters 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](http://owner.ford.com)

 [@FordService](https://twitter.com/FordService)

**Canada**

Ford Customer Relationship Centre  
1-800-565-3673 (FORD)  
[ford.ca](http://ford.ca)

 [@FordServiceCA](https://twitter.com/FordServiceCA)



# QUICK REFERENCE GUIDE

2016 FOCUS



# COMMONLY USED SYNC® 3\* VOICE COMMANDS

Press 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



## 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



## 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



## Audio

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



## Apps

- List mobile apps
- Find new apps



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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.



owner.ford.com



ford.ca

\*if equipped

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 [owner.ford.com](http://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](http://SyncMyRide.ca) or call **1-800-565-3673** (select Option 1 or 2 for language, then Option 3).

## 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.

# INSTRUMENT PANEL



## 1 Luggage Compartment\*/ Liftgate\* Release

## 2 Cruise Control\*

### To Set Your Cruise Control Speed

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

After you set your speed, you can press **SET +** or **SET -** to adjust your cruise speed. To disable, tap the brake, press the clutch pedal or press the **CAN** (Cancel) control.

**Note:** Using the clutch pedal to cancel a set speed may cause the engine speed to increase briefly.

*\*if equipped*



## 3 Service Engine Soon Light

Lights briefly when you switch the ignition on. If it remains on or blinks after you start the engine, the On-Board Diagnostics (OBD-II) system detects a problem. Drive in a moderate fashion and contact your authorized dealer as soon as possible.

## 4 Information Displays

Provides information about various systems on your vehicle. Use the left, 5-way controls, located on the steering wheel, to choose and confirm settings and messages. Refer to the *Information Displays* chapter of your *Owner's Manual* for more information.

## 5 Wiper Controls

## 6 Steering Wheel Controls\*

Use the right-hand, 5-way controls to adjust the following features:

Press **VOL +** or **-** to increase or decrease volume levels.

Press **◀ ▶** to access the previous or next radio station, CD or MP3 track or preset satellite radio channel.\*

Press **☎** to access voice recognition.

Press **☎** to answer a call.

Press **☎** to exit phone mode or end a call.

## 7 Push Button Switch\*

Allows you to start your vehicle by pressing the **START STOP** control while fully pressing down on the brake (automatic transmission) or clutch (manual transmission) pedal. Press the control again to switch the engine off.



**Note:** Your intelligent access transmitter must be inside the vehicle for keyless starting to work.

## 8 Tilt/Telescope Steering Column

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

## 9 Hazard Warning Flashers

## 10 Auto-Start-Stop\*

The system reduces fuel consumption and CO2 emissions by shutting down the engine when you idle your vehicle, for example at traffic lights. When you switch the ignition on, the system automatically turns on.

To switch the system off, press the **(A)** switch and the word **OFF** illuminates. Press **(A)** again to switch the system back on. The system only switches off for the current ignition cycle. See the *Unique Driving Characteristics* chapter in your *Owner's Manual* for complete details.

*\*if equipped*

## Getting Started with Your SYNC System

SYNC is a hands-free, voice recognition system used for entertainment, information and communication. SYNC. Say the Word.

### Before You Get Started

1. Set up your owner account at [owner.ford.com](http://owner.ford.com) (U.S.) or [SyncMyRide.ca](http://SyncMyRide.ca) (Canada). Register by following the on-screen instructions. After registering, you can see what available services you are eligible for.
2. SYNC uses a wireless connection called **Bluetooth**® to communicate with your phone. Turn **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 [owner.ford.com](http://owner.ford.com) (U.S.) or [SyncMyRide.ca](http://SyncMyRide.ca) (Canada), or your phone manufacturer's website.

## Pairing Your Phone with SYNC

In order to use many of the features of SYNC, you must first pair and connect your phone with SYNC.

**Note:** If you have SYNC 3\*, see the pairing instructions on page 8.

### To Pair Your Phone for the First Time

1. Make sure that your vehicle is in park (P) or neutral (N) with the parking brake applied (for vehicles with manual transmissions only) and you switch your ignition and radio on.
2. Press the phone button. When the display indicates no phone is paired, press **OK**.
3. When **Find SYNC** appears in the display, press **OK**.
4. Put your phone into **Bluetooth** discovery mode. See your phone's user guide, if necessary.
5. When prompted on your phone's display, enter the six-digit PIN provided by SYNC in the radio display.

### The System May Prompt You to

- Set your phone as 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 experience pairing problems, try performing a clean pairing by deleting your device from SYNC, deleting the SYNC connection from your phone, and then repeating the **Pairing Your Phone with SYNC** process.

\*if equipped



## Why Do You Need a SYNC Owner Account?

A SYNC owner account is required to receive the latest software updates and, if you have questions, you get free customer support.

**Note:** Your SYNC system may offer advanced features such as **AppLink™**. Some services may not be available in your area. Visit the website or call the toll-free number for more information. See the inside front cover of this guide for details.

## Using Your Phone with SYNC

**Note:** You must download your phone book to make phone calls with voice commands by name.

### Making a Phone Call

Use SYNC to make a phone call to anyone in your phone book by pressing 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 **☎**. When prompted, give the voice command **"Dial"**, then say the phone number.



## Answering Incoming Calls

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

## 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.

**Note:** SYNC indexes your music. The more music that is stored on your device, the longer it takes SYNC to index.

### Using Voice Commands to Play Music

1. Plug your media player into your USB port.
2. Press the voice control **☎**. When prompted, say **"USB"**, and then follow-up with a voice command.



### Pairing Your Cell Phone with SYNC 3

Make sure your vehicle is in park (P), your ignition and radio are switched on, and your cellular phone is in the proper mode. Also, enable your phone's *Bluetooth* feature to let SYNC 3 discover your phone. For more info, visit [owner.ford.com](http://owner.ford.com) (U.S.) or [SyncMyRide.ca](http://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. The display indicates when pairing is successful.

### Getting Started with SYNC 3

Use the touchscreen to explore and interact with your vehicle. The touchscreen works the same way traditional controls, knobs and buttons do. Press the various items on your touchscreen to personalize the many features and settings of your vehicle all in one place. The system provides easy interaction with your audio, phone, navigation\*, mobile apps and settings.

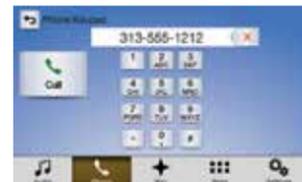
\*if equipped



### Get in Touch Using Your Touchscreen

Use the feature bar at the bottom of the touchscreen to access the many features of SYNC 3.

#### 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.

#### 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.

\*if equipped



## 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 on-screen options depending on the app's content.

For more information, refer to the *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.

### 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 **Sources** and then choose USB. Wait for the system to finish indexing your music to begin listening.

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



## Intelligent Access\*

**Note:** Your intelligent access transmitter must be within 3 ft (1 m) of your vehicle.

**To unlock a front door:** Pull the front exterior door handle.

**To lock all of the doors:** Press and hold the door handle lock sensor.

**To unlock and open the luggage compartment\* or liftgate\*:** Press the exterior release button near the license plate.

The intelligent access transmitter also contains a mechanical key blade, that you can use to unlock the driver door, if necessary.



## Remote Start\*

Remote start allows you to start the engine from outside your vehicle using your transmitter.

### To Start

1. Press and then press twice within three seconds.
2. Once inside, press the brake while pressing the **START STOP** button.

## MyKey®

Allows you to program speed restrictions and limited volume levels, force on safety belt reminders and more. For complete information, refer to the *MyKey* chapter in your *Owner's Manual*.



\*if equipped

\*if equipped

## Rear View Camera

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



## PowerShift Six-speed Automatic Transmission\*

The 6-speed, dual-clutch automatic transmission is designed to offer drivers both enhanced fuel efficiency and fun-to-drive performance.

The dual-clutch technology uses electronically shifted clutches to operate two separate transmissions, all in a small, lightweight package.

Since the clutch and gear operation is derived from a manual transmission, the PowerShift automatic transmission will drive, sound, and feel similar to manual transmission, minus the required user-inputs. For example, the transmission may exhibit mechanical noises, firm gear shifts and/or light clutch vibrations when accelerating slowly as the clutches automatically engage. These are all considered to be normal and expected driving characteristics.

See the *Transmission* chapter of your *Owner's Manual* for more details.



## Integrated Blind Spot Mirrors\*

Designed to assist you by increasing the visibility along the side of your vehicle.

- The integrated convex mirror is within the upper outboard corner of the exterior mirrors.
- When an approaching vehicle moves toward you, the reflection appears first in the main mirror, and then in the blind spot mirror.

## Active Park Assist\*



The active park assist system can detect an available parallel parking space and automatically steer the vehicle into that space (hands-free). The system instructs the driver with visual and audible instructions with regard to braking, accelerating and shifting gears in order to safely park the vehicle.

- To initiate active park assist, press the  button located on the center console.
- To stop the parking procedure, grab the steering wheel or press the control again. For complete information, refer to the *Parking Aids* chapter in your *Owner's Manual*.

**Note:** The driver is always responsible for controlling the vehicle, supervising the system and intervening, if required.

## Autolamps\*

The headlamps turn on and off automatically in low light situations or during inclement weather. They remain on for a period of time after you switch the ignition off. You can adjust the time delay through the information display controls.



## Towing Your Focus

Towing your Focus 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*.

## Headlamp Exit Delay\*

After you switch the ignition off, you can switch the headlamps on by pulling the direction indicator lever toward you. A short tone sounds. The headlamps turn off automatically after three minutes with any door open or 30 seconds after you close the last door. You can cancel this feature by pulling the direction indicator toward you again or switching the ignition on.

\*if equipped

\*if equipped

## Ambient Lighting\*

The ambient lighting system lights the interior with a choice of several colors. The ambient lighting control is in the overhead console. Rotate the control knob to switch the feature on and adjust the desired brightness. Press the palette button to cycle through your color choices.

Ambient lighting switches on when:

- You switch the ignition on.
- You switch the headlamps on.

## Traction Control

The traction control system helps avoid drive wheel spin and loss of traction.

If your vehicle begins to slide, the system applies the brakes to individual wheels and, when needed, reduces engine power at the same time. If the wheels spin when accelerating on slippery or loose surfaces, the system reduces engine power in order to increase traction.

In certain situations (for example, stuck in snow or mud), turning the traction control off may be beneficial as this allows the wheels to spin with full engine power. You can switch this feature off in the information display, or via a switch on the instrument panel.\*

## Interior Lamps

The lamps turn on when you open any door, press a remote control button or press the overhead control.

Press  to switch off the door illumination function when you open any door.

Press  again to switch the door illumination function back on.

Press  to switch the overhead lamps on and off.



*\*if equipped*



## AdvanceTrac® Stability Control System

The system helps you keep control of your vehicle when on a slippery surface. The electronic stability control portion of the system helps avoid skids and lateral slides, while the traction control system helps avoid drive wheel spin and loss of traction.



## Tilting Head Restraints\*



You can adjust your vehicle's front-row head restraints.

**To raise:** Pull up on the head restraint.

**To lower:** Press the head restraint down while pressing and holding the guide sleeve adjust and release button.

**To tilt the head restraint:** Gently pull the top of the head restraint forward.

**To return it to its upright position:** Tilt it forward once more and release.

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

## Front-Seat Adjusters

### Height/Recline Adjustment



Adjust the height of the driver seat by lifting the lever.

Adjust the angle of the seatback by lifting the control.



## Heated Front Seats\*

Press the heated front seat  control on the instrument panel to cycle through the various heat settings and off. More indicator lights mean warmer settings.

## Dual Zone Temperature Control\*

You can operate the temperature with one control, called single zone, or two, called dual zone where both driver and front passenger can select independent temperatures using their own rotary dials.

**To operate the dual zone:** Use the rotary control on the passenger's side. Single zone automatically shuts off. You can now adjust the driver's side and passenger's side temperatures independently.

**To return back to single zone:** Press and hold the **AUTO** button for 2–4 seconds. The passenger's temperature switches to the driver's temperature setting.

*\*if equipped*

## Auxiliary Power Points

The power points are on the center console or in the center console, depending on your vehicle style. You can use the power point to power your smaller electrical devices that require up to 180 watts. Run the vehicle for full-capacity use of the power point.

To prevent the battery from discharging:

- Do not use the power point longer than necessary when the vehicle is not running.
- Do not leave devices plugged in overnight or when the vehicle is parked for extended periods.



## Rear Window Buffeting

You may hear a pulsing noise when just one of the windows is open. Lower an opposite window slightly to reduce this noise.

- Press the control to open the window.
- Lift the control to close the window.

## Folding the Rear Seats

Your rear seatback can fold down for more versatile cargo storage and transport. Your vehicle may have split seatbacks\* that must be folded individually.

To lower the seatback(s), do the following:

- Remove the outboard head restraint(s).
- Press the unlock buttons located on the top outboard sides of each seatback.
- Push the seatback forward.

**Note:** Make sure you stow the safety belt in the belt stowage clip to prevent it from getting caught in the seat latch.

- In vehicles with split-folding seatbacks, you can flip the seat cushions forward before folding the seatback for additional cargo space.
- When raising the seatback(s), make sure you hear the seat latch into place and that no red portion is visible on the release button on both sides.



*\*if equipped*



## Moonroof\*

The control is in the overhead console and includes a one-touch open and close feature. To stop the motion during a one-touch operation, press the control a second time.

- Press and release the rear of the control to open the moonroof. The moonroof stops short of the fully opened position. This position helps to reduce wind noise.
- Press and hold the control again to open the moonroof fully.
- Press and release the front of the control to close the moonroof.



## Luggage Compartment\*/Liftgate\* Release

To open the luggage compartment or liftgate from the inside of your vehicle, press the button located on the instrument panel, near the headlamp switch.

With your vehicle unlocked, you can open the luggage compartment or liftgate from the outside by pressing the release button located under the handle and above the license plate.

With your vehicle locked and the intelligent access transmitter\* within 3 ft (1 m) behind the rear bumper, press the release button located above the license plate to open.

You can also use the keyless remote.



*\*if equipped*

## Tire Pressure Monitoring System

Your vehicle displays 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, then inflate them to the proper pressure. Refer to the *Wheels and Tires* chapter of your *Owner's Manual* for more information.



## Fuel Tank Capacity/Fuel Info

Your vehicle has a 12.4 gallon (46.9L) fuel tank capacity.

If your vehicle has a yellow ring around the fuel inlet, you have a flex fuel vehicle and can use either regular unleaded fuel, E85 ethanol fuel or any mixture of the two.

Some tips to keep in mind with an E85 vehicle:

- It is best not to alternate repeatedly between gasoline and E85. If you do switch fuels, it is recommended that you add as much fuel as possible, at least half a tank.
- Do not add less than 5 gallons (18.9L) when refueling.
- You should drive the vehicle immediately after refueling for at least 5 miles (8 km) to allow the vehicle to adapt to the change in ethanol concentration.
- If you exclusively use E85 fuel, we recommend to fill the fuel tank with regular unleaded gasoline at each scheduled oil change.
- Non-flex fuel vehicles use only UNLEADED fuel with a minimum octane rating of 87. **Do not use fuel (E20-E85) ethanol (E85), diesel fuel, fuel-methanol, leaded fuel or any other fuel because it could damage or impair the emission control system.**

## Location of Spare Tire and Tools

Your spare tire and tools are under the carpeted floor panel in the rear of your vehicle.

- The spare tire is designed for emergency use only. You should replace it as soon as possible.
- For complete details on changing your tire, refer to the *Changing a Road Wheel* section in the *Wheels and Tires* chapter of your *Owner's Manual*.



## Easy Fuel® System



To use, put your vehicle into park (P) and switch the ignition off. Open the fuel-filler door. Insert the nozzle. Begin

fueling. Wait at least 10 seconds before removing the fuel pump nozzle to allow any residual fuel to drain into the fuel tank.

When using a portable fuel container, slowly insert the fuel funnel (located in the spare wheel storage tray) and pour the fuel into the funnel.

**Note:** Do not use aftermarket funnels as they do not work with the Easy Fuel system and may cause damage. Properly clean or dispose of the funnel after each use.



## Front and Rear Parking Aids\*

Each system sounds an audible warning tone if there is an obstacle near the vehicle's front or rear bumpers.

- As the vehicle moves closer to the obstacle, the rate of the warning tone increases in frequency.
- The front sensors automatically activate when the vehicle is in any position other than park (P).
- The reverse sensors activate automatically when the vehicle is in reverse (R).
- See the *Parking Aids* chapter in your *Owner's Manual* for complete information on your vehicle's sensing systems.

**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.

## SelectShift Automatic® Transmission\*



Gives you the ability to manually change gears, if you like. To use, move the gearshift lever from drive (D) to sport (S). Press the + or – thumb

toggle on the side of your gearshift lever or pull the + or – paddles on your steering wheel to upshift or downshift.

## 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.