

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*.



owner.ford.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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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)

(TDD for the hearing impaired: 1-888-658-6805)

ford.ca



@FordServiceCA

Quick Reference Guide



2018 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

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



Navigation*

- Navigation list of commands
- Destination <home/previous destination>
- Find <POI/an address/intersection>
- Show route
- 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
- <App name>
- <App name> help



Audio

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

*IF EQUIPPED

**SIRIUSXM MAY NOT BE AVAILABLE IN ALL MARKETS. ACTIVATION AND A SUBSCRIPTION ARE REQUIRED.

Some services may not be available in your area. For more complete information on SYNC, refer to the SYNC 3 chapter in your *Owner's Manual*, 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

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. The light bar indicates the approximate charge status of your high-voltage battery system as it charges.

2. CHARGE OPTIONS



Focus Electric comes with a 120 volt convenience charge cord. Ford recommends upgrading to the optional 240 volt charging station for faster, more efficient charging. In addition, you can charge your Focus Electric anywhere you find a 120 volt or 240 volt charging station equipped with an SAE combo connector (CCS). Your vehicle also has a DC fast charge feature. See the *Function* section on page 18-19 for more information.

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 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. 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.

6. 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.

7. CABIN PRECONDITIONING

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 your touchscreen or MyFord Mobile to set the cabin temperature and departure time before you leave.

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

8. 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 your vehicle to provide you with the confidence of knowing how far you can go and the most economical way of getting there.

9. 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 you with 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 on the steering wheel to choose and confirm settings and messages. Refer to the *Instrument Cluster* and *Information Displays* chapters in your *Owner's Manual* for more information.

3 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.

4 RIGHT VEHICLE INFORMATION DISPLAY

Displays information about entertainment, phone, navigation* and surplus. Use the right-hand, 5-way controls on your steering wheel to scroll, highlight and make minor adjustments within a selected menu. Refer to the *SYNC 3* chapter in your *Owner's Manual* for more information.

5 MEDIA STEERING WHEEL CONTROLS

- Press **+** to increase or **-** to decrease volume levels.
- ◀▶** Press the left or right arrow to hear the previous or next 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.

6 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 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 on and ready to drive. Press the **START STOP** control again without pressing the brake pedal to switch the vehicle off.

7 HAZARD CONTROL

8 CHARGER UNLOCK

To stop DC fast charging, press the charge unlock button on the center console. You can also press the charging system stop button or touch the charge unlock button in the touchscreen **Settings** menu.



SYNC 3 allows you to interact with a variety of features using the touchscreen and voice commands. By integrating with your *Bluetooth* enabled phone, the touchscreen provides easy interaction with audio, multimedia, navigation*, and your phone's SYNC Applink.

SUPPORT

The SYNC support team is available to help you with any questions you are not able to answer on your own.

United States: 1-800-392-3673.

Canada: 1-800-565-3673.

SPEED-RESTRICTED FEATURES

Some features of this system may be too difficult to use while your vehicle is moving so they are restricted from use unless your vehicle is stationary.

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. 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

Pair your *Bluetooth* enabled phone with the system before using the functions in hands-free mode. Switch on *Bluetooth* on your device to begin pairing. See your phone's manual if necessary.

1. Select **Add Phone**.
2. Follow the on-screen instructions.
3. A prompt alerts you to search for the system on your phone.
4. Select your vehicle's make and model as it displays on your phone.
5. Confirm that the six-digit number appearing on your phone matches the six-digit number on the touchscreen.
6. The touchscreen indicates when the pairing is successful.
7. Your phone may prompt you to give the system permission to access information. To check your phone's compatibility, visit owner.ford.com.

Tips

- To pair subsequent phones, please refer to the *SYNC 3* chapter in 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 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 set all ring tones and alerts to silent mode.

Note: Use the voice commands to make calls. Say, "Call James at home" or "Dial 555-1212". Refer to the *SYNC 3* chapter in your *Owner's Manual* for complete details.

SYNC® 3 (continued)

USING MY PHONE WITH SYNC 3

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".

Note: You can also make phone calls by pulling the voice control and when prompted, give the voice command, "Dial" followed by the number you would like to 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 .

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 POI" and then select a category, such as hotels or restaurants.

After you choose your destination, press **Start**. 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 Information displays on the right-hand side of the screen during navigation. POI icons display for restaurants, hotels, fuel stations and ATMs when they are present at the exit.
- 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.

Charge Settings

Press the **Charge Settings** button on the **Settings** menu to see this screen. It displays the charge settings options for your vehicle.

Preconditioning

Get the most miles out of every charge by conditioning your vehicle while you still have it plugged in. Set your planned departure time (GO Time) to use energy from your home (or charging station) instead of your vehicle battery. The system limits cabin conditioning to 15 minutes before your GO Time.

Value Charging

Your vehicle schedules its charging time for when the utility rates are lowest. Contact your utility company to see what rates are available.

APPS

Power Flow

Press the **Apps** icon and then the **Power Flow** icon to access your power flow status. The power flow status displays how your vehicle uses its power at any moment.



Stream Apps

The system supports the use of certain apps through a USB or Bluetooth-enabled device.

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

For more information, refer to the SYNC 3 chapter in your *Owner's Manual*.

For support, visit the website or call the toll-free number. See page 3 of this guide for details.

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.

AUDIO



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

Set Your Radio Presets

- Tune to the station and then press and hold one of the 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 **SOURCES** and then choose **USB**. Wait for the system to finish indexing your music to begin listening. You can even create random playlists using the **Shuffle** function.

SMARTPHONE CONNECTIVITY

SYNC 3 allows you to use Apple CarPlay and Android Auto to access your phone over a USB connection.

When you use Apple CarPlay or Android Auto, you can:

- Make calls.
- Send and receive messages.
- Listen to music.
- Use your phone's voice assistant.

For more information, refer to the SYNC 3 chapter in your *Owner's Manual* for details.

EMBEDDED MODEM WITH MYFORD MOBILE

With an embedded modem-equipped vehicle, you can use the MyFord Mobile app to track your vehicle's location and remotely access vehicle features such as start, lock and unlock. The app also connects you with other vehicle resources like a parking locator, roadside assistance, dealer locations and Ford Support. The embedded modem is an optional feature on select vehicles. MyFord Mobile is available through a free download via the Apple App Store® or Google Play™. Message and data rates may apply. Services included for four years. Services may be limited by mobile phone network coverage area.

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 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.



INTELLIGENT ACCESS



You can unlock and lock the vehicle without taking the key out of your pocket or purse when your intelligent access key is within 3 feet (1 meter) of your

vehicle. To unlock, touch the unlock sensor on the back of the door handle for a brief period and then pull on the door handle, being careful to not touch the lock sensor at the same time or pull the door handle too quickly.

To lock, touch the door handle lock sensor on the door for approximately one second, being careful to not touch the unlock sensor on the back of the door handle at the same time.

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 app on your smartphone.

DUAL ZONE TEMPERATURE CONTROL

Select a temperature for the passenger side using the rotary control on the passenger side. Single zone temperature control automatically switches off. The temperature on the driver side remains unchanged. You can now adjust the driver-side and passenger-side temperatures independently. The display shows the temperature settings for each side.

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 in your *Owner's Manual*.

TIRE SEALANT AND INFLATOR KIT

Your 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 kilometers) at a maximum speed of 50 mph (80 km/h) to reach a tire service location. Refer to the *Wheels and Tires* chapter in your *Owner's Manual* for complete instructions on use.

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.

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

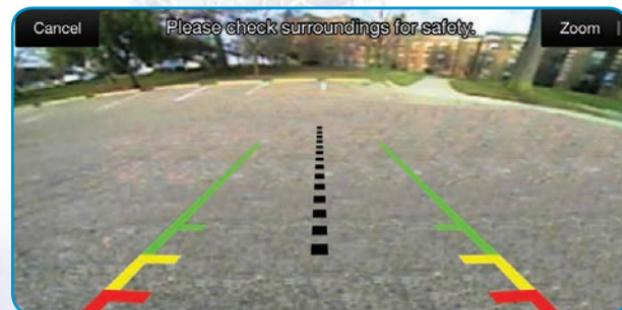
Your vehicle lights a low tire pressure warning light  in your instrument cluster when one or more of your tires are under-inflated. If this happens, stop and check your tires as soon as possible. Inflate them to the proper pressure. Refer to the *Wheels and Tires* chapter in your *Owner's Manual* for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

Function

REAR VIEW CAMERA*

This system provides a video image of the area behind the vehicle. The display 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®

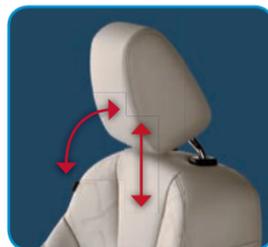
MyKey allows you to program certain driving restrictions in order to promote good driving habits. You can program speed restrictions and limit audio volume levels. For complete information, refer to the *MyKey* chapter in your *Owner's Manual*.

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 and release button.

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



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.

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, if you are 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.*

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.

AMBIENT LIGHTING

Light your vehicle interior with a choice of several colors with the ambient lighting feature. You can access this feature through the **Settings** menu for SYNC 3. Tap a color to switch on ambient lighting. Drag the colors up and down to increase or decrease the intensity. To switch ambient lighting off, press the active color once or drag the active color all the way down to zero intensity.

LIFTGATE RELEASE

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

To use your remote control, press the release button above the license plate to unlatch the liftgate. Your vehicle must be unlocked or have an intelligent access transmitter within 5 feet (1.5 meters) of the liftgate.

Function (continued)

AC CHARGING

1. Shift into park (P), apply the parking brake and turn the vehicle off.
2. Open the charge port door.
3. Connect your vehicle to the charging system.



Note: The charge indicator flashes to confirm you have fully engaged the charging coupler.

Note: If using a 240 volt charging station, follow the instructions on the charging station to begin the charging process.

See the *High-Voltage Battery* chapter in your *Owner's Manual* for more information.

STOP DC FAST CHARGING

To stop charging, press the charge unlock button on the center console, or use the touchscreen. You can also press the charging system stop button. The charge indicator will turn off one minute after reaching a full charge.



DC FAST CHARGING

1. Shift into park (P), apply the parking brake and turn the vehicle off.
2. Open the charge port door.
3. Remove the charge port cover.
4. Connect your vehicle to the charging system.

Note: The charge indicator flashes to confirm you have fully engaged the charging coupler.

Note: Do not try to disconnect the charging coupler with force.

See the *High-Voltage Battery* chapter in your *Owner's Manual* for more information.

CHARGE INDICATOR

The charge indicator shows the progress of the charge. Starting at the bottom, the four lights will either flash to indicate charging in progress or remain illuminated to indicate charge level. When all four lights illuminate, charging is complete. The charge indicator will turn off one minute after reaching a full charge.

CATEGORY	CHARGING INLET	CHARGING CONNECTOR	CHARGING STATION	ESTIMATED CHARGING TIME
Level 1 (120V) Convenience Cord			This cord comes with your vehicle and provides 120V charging through any standard AC outlet.	Charges to 100% in approximately 30 hours.
Level 2 (240V) Home			Reduce your charge time with an available 240V home charging station.	Charges to 100% in approximately 5 hours and 30 minutes.
Level 2 (240V) Public			Find 240V public charging stations near you using the MyFord Mobile app.	Charges to 100% in approximately 5 hours and 30 minutes.
DC Fast Charge			Find DC fast charging stations near you using the MyFord Mobile app.	Charges to 80% in approximately 33 minutes or to a 75 mile range in 30 minutes.