



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.

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# Quick Reference Guide





## LEARN MORE ABOUT YOUR NEW FORD FOCUS ELECTRIC.

To put QR tags to work for you, use your mobile phone's browser or app store link to download a QR tag reader. Then follow the directions to scan the QR tag and see your vehicle's features come to life.

[fordowner.com](http://fordowner.com)



**WARNING:** Driving while distracted can result in loss of vehicle control, accident and injury. Ford Motor Company strongly recommends that drivers use extreme caution when using any device or feature that may take their focus off the road. Your primary responsibility is the safe operation of the vehicle. We recommend against the use of any hand held device while driving, encourage the use of voice-operated systems when possible and that you become aware of applicable state and local laws that may affect use of electronic devices while driving.

[FORD.com/sync](http://FORD.com/sync)

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# SmartStart

## 10 QUICKTIPS

### 1. CHARGE PORT DOOR / LIGHT RING

The charge port is located 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. A light ring, divided into four separate quadrants surrounds the charge port. It indicates the charge status of your high voltage batteries while charging. For your convenience the Focus



Electric comes equipped with a 120V charge cord, but we recommend that you talk to your dealer about how to purchase the Leviton 240V charge station in order to achieve a full charge in just 3-4 hours.

In addition, you will be able to charge your Focus Electric anywhere you find a 120V/240V charge station as they all use the same connectors.

### 2. INTELLIGENT ACCESS - PUSH BUTTON SILENT START

There is no need to fumble with the key fob as your intelligent access key unlocks the vehicle for you as you grab the door handle. To start your Focus Electric you will need to apply the brake pedal and press the Power Start - Stop button which is located on the dashboard. The green indicator light lets you know that your Focus Electric is ready to drive!

### 3. ALL-ELECTRIC SMART DASHBOARD

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

### 4. RANGE SCREENS

You can choose from several ways to view range based upon your preference. Use the budget cup and watch it automatically respond to how you drive. Range view gives a snapshot of how far your current charge will take you. If you have entered a destination it will let you know if you have enough charge to get there. The various screens can also show miles per charge, distance until empty and an evaluation of economical driving habits. Your Focus Electric even provides the visual cues of butterflies in the right cluster which lets you know your range surplus: more butterflies equals greater surplus.



### 5. COACHING SCREENS WITH BRAKE COACH

The Brake Coach overlay appears after you have brought the vehicle to a stop. It displays the percentage

of available energy that you have recovered and returned to the battery.

### 6. MYFORD® MOBILE/APP FOR YOUR SMARTPHONE

The downloadable MyFord Mobile app lets you know the status of your charge, and upcoming charge schedules at any time, from anywhere. The app also estimates the amount of money you save based on your driving style – this helps you manage cost by improving efficiency. This app also calculates the amount of CO2 emissions saved from entering the environment so you can stay guilt free, by being gasoline free.

### 7. MYFORD® MOBILE/ WEB REGISTRATION

It is important to register your smart phone to receive your free MyFord Mobile app so you can get the most out of your all-electric driving experience. Use the Ford mobile app to do things like:

- See your charge status
- Set charging schedules
- Precondition your vehicle
- See routes before you drive
- Find charge points and much more!

Visit [MyFordmobile.com](http://MyFordmobile.com) to register for MyFord Mobile.

### 8. PRECONDITIONING

Get the most miles out of every charge by preconditioning your vehicle while it's still plugged in and charging Use MyFord Mobile to set the cabin temperature and departure time before you leave so you use energy from your home wall outlet instead of your batteries to heat or cool your vehicle.

### 9. MAPQUEST® TRIP PLANNER

Ford and MapQuest have teamed up to provide you with the best routes to your destination based on charge levels and available charging stations. After you input your destinations, 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 CHARGE

With Value Charging powered by Microsoft® delivering utility rate data, the MyFord Mobile app will give Focus Electric drivers a unique "set it and forget it charging" for lower cost of ownership. This function of the app lets you know when the cheapest rates are to charge your vehicle. Please call your utility company to see if this necessitates a change in your rate plan.



To make the most of your Focus Electric and the electric vehicle lifestyle, please visit [PlugintoFord.com](http://PlugintoFord.com)

# Instrument Panel

\* IF EQUIPPED



## 1 CRUISE CONTROLS

To set your cruise control speed:

1. Press the **ON** control and release.
2. Accelerate to the desired speed.
3. Press the **SET+** control and release, then take your foot off the accelerator.

After your speed has been set, you can press **SET +/-** to adjust cruise speed. To disable, press the **OFF** control.

## 2 INFORMATION DISPLAYS

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

☞ Illuminates when a powertrain or high-voltage charge system fault has been detected. 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 INFOTAINMENT 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 decrease (-) volume levels.
- ☎ : Pull toward you 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- READY TO DRIVE

**Note:** Your intelligent access key must be inside the vehicle to put the vehicle in accessory mode or "Ready to Drive".

Allows you to go into "Ready to Drive" mode by pressing the **POWER START/STOP** button while fully pressing down on the brake pedal. A green "Ready to Drive" indicator light ☞ will appear 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 **POWER START/STOP** button again to turn the vehicle off.

## 8 HAZARD CONTROL-UNLOCK /LOCK

# SYNC® with MyFord Touch®

## 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 [syncmyride.com](http://syncmyride.com). Register by following the on-screen instructions. After registering you can see what complimentary 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 [syncmyride.com](http://syncmyride.com), or your phone manufacturer's website.

### PAIRING YOUR PHONE WITH SYNC

In order to use many of the features of SYNC with MyFordTouch, such as making a phone call, receiving a text or using SYNC services, you must first connect or pair your phone with SYNC.

### To pair your phone for the first time:

- 1) Make sure that your vehicle is in (P) Park and turn your ignition and radio on.
- 2) Touch Add Phone in the upper left corner of the touchscreen. When prompted, select Add.
- 3) Select Add Device.
- 4) When prompted on your phone's display, enter the PIN provided by SYNC into your phone.
- 5) The display will indicate when the pairing is successful.

### The system may prompt you to:

- set your phone as the *primary/favorite* (the primary phone will receive messages and voice mails).
- download your phone book (this is recommended to use voice commands).
- turn on 911 Assist®.

### Tips

- 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.
- Make sure that there are no security features active on your phone preventing you from connecting to SYNC.

### COMMONLY USED VOICE COMMANDS

Every time you want to give SYNC a voice command you must first pull the voice control  and when prompted, speak your voice command. For a list of voice commands say "What can I say?"

### Tips

- Make sure the interior of the vehicle is as quiet as possible.
- After pulling the voice control , wait until after the tone sounds and "Listening" appears in your vehicle's display before saying a command. Any command spoken prior to this does not register with the system.
- Speak naturally, without long pauses between words.
- At any time, you can interrupt the system while it is speaking by pressing the voice button.

### USING MY PHONE WITH SYNC

**Note:** You must download your phone book to make phone calls with voice commands by name. Contacts listed in all caps will require you to spell them (i.e. JAKE, will be J-A-K-E).

### Making a phone call

Use SYNC to make a phone call to anyone in your phone book by pulling the voice control  and when

prompted, give any of the following voice commands:

Call <name>	Call <name> at work
Call <name> on cell	Call <name> at home

For example, you could say "Call Mom 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 saying "Dial", then say the phone number.

### Answering incoming calls

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

### Do not disturb mode

This feature blocks incoming calls and text messages and sends them to your voice mail and saves text messages 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.

### USING SYNC TO ACCESS DIGITAL MEDIA

SYNC has a media hub with multiple inputs allowing you to access personal media from your digital devices.

### Use your media inputs to:

- charge or play USB devices such as phones and MP3 players.
- play gaming systems using audio/video inputs.
- view navigation data or import photos with the SD card slot.

### 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 saying one of the following voice commands.

"Play all"	"Play next song"
"Play song <name>"	"Play album <name>"

- 3) You will hear the command repeated back to you and the selected item will play.

Say "What can I say?" to hear a list of more voice commands available in this mode.

## DO MORE

After creating your account at [syncmyride.com](http://syncmyride.com), use SYNC Services to get the most out of your SYNC experience. This includes; voice activated turn-by-turn directions, the latest traffic reports, business searches, sports scores, stock market reports and more.

You can access your available services by pulling the voice control  and when prompted, say "Services". The

portal will guide you, but you can say any of the following voice commands:

Traffic	Sports
Directions	Weather
News	Business search

Say "What can I say?" to hear a list of more voice commands available in this mode.

Your SYNC system also offers advanced features such as internet connectivity, SYNC Applink™ and vehicle health reports all available at [syncmyride.com](http://syncmyride.com).

## HELP!

At any time, you can give the voice command "Help". The system will provide an audible list of voice commands available in your current mode.

## GETTING STARTED, UNDERSTANDING SYNC® WITH MYFORD TOUCH®



Use the four corner, four color touch screen to explore and interact with your vehicle. The touch screen works the same way that traditional controls, knobs and buttons do. Simply press the various corners on your touch screen to personalize the many features and settings of your vehicle all in one place. The system provides easy interaction with your cellular phone, multimedia entertainment, climate controls and navigation system.

### Before you get started

- Pair your phone to SYNC before using MyFord Touch (see the *Getting started with your SYNC system* section 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 will not work.

- The touch screen is sensitive, so make sure you press the desired icon accurately and firmly.
- If you press the wrong icon and enter the wrong screen you can always press the back icon  to return to the previous screen. You can also use SYNC to go back by saying the voice command "Go back".

## GET IN TOUCH... USING YOUR FOUR CORNER TOUCH SCREEN

Phone, Navigation, Climate and Entertainment are the four main features of SYNC with MyFord Touch. Each feature has its own color for easy identification.

### PHONE WITH SYNC®

Make phone calls, send text messages, view your phone book and call history by pressing the yellow corner of your touch screen. You can also do things like change the ring tone in your car and program images to your phone book contacts so you can see who is calling on your touch screen.

Your phone connects you with many other features and SYNC services:

- Connect to SYNC services for traffic, directions, business searches and information favorites.
- Connect to Operator Assist to help locate a listing or destination.
- Call for a vehicle health report.
- Connect directly to a 911 Operator.
- Transfer calls seamlessly from SYNC to phone as you get in or out of your vehicle.

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

### VOICE ACTIVATED NAVIGATION

Use the voice-activated navigation system with SiriusXM Traffic™ and SiriusXM Travel Link™ combines global positioning system (GPS) technology with 3-D mapping and provides turn-by-turn navigation. You get continuous updated directions, information on weather, traffic delays and alternate route suggestions, local gas prices, movie listings, sports scores and more. Refer to the *MyFord Touch* chapter of your *Owner's Manual* for complete details.

### Set a Destination

You can use the touch screen to set a destination in many ways, like a street address, a city center, a place on the map or a Point Of Interest (POI). The easiest way is by voice.

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

**Note:** There will be a pop-up once you enter a destination, asking you if you will charge your vehicle once you arrive. Selecting yes sets the trip budget.

You can also use the touch screen 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 economical route.

## CLIMATE

No knobs or dials needed. Just touch the lower right-hand, blue corner of the touch screen. SYNC® with MyFord Touch™ controls the temperature, airflow direction, fan speed, and activates other climate features for you and your passenger. To use voice commands to operate climate, say a voice command like “Climate temperature 72 degrees” and MyFord Touch will make that adjustment.

## ENTERTAINMENT

No matter how you store your music, SYNC makes it yours to enjoy when you're behind the wheel. Just press the lower, left-hand red corner of the touch screen. From here, you can easily go between AM/FM, CD, USB and other media sources. Use your touch screen or the audio controls on your steering wheel to interact with your digital media.



## SURPLUS

*Surplus* shows you how far you can drive beyond your next charging location entered into the navigation system. If no charging location is entered then *Status* will appear in its place. *Surplus* and *Status* use a gauge or butterflies to show how much range is gained or lost based on how your driving. Each butterfly represents an extra mile of range gained from better than normal driving habits. *Surplus* is only accessible through the 4.2 inch infotainment screen.



## GENERAL TIPS

- Pressing the home icon  at any time to return to your home screen.
- Press  to access the settings screen. From here you can set items such as language, units of measure and SYNC prompt volume.
- Many of your SYNC with MyFord Touch features can also be accessed through your infotainment display by using the right hand, 5-way steering wheel controls.
- Refer to the *MyFord Touch* chapter of your *Owner's Manual* for complete information on SYNC with MyFord Touch.

## Convenience

### INTELLIGENT ACCESS REMOTE ENTRY ICONS

- Press  once to lock all doors. Press again within three seconds to confirm all doors are locked.
- 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 turn on the ignition 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 will chirp and the lamps will flash.

### INTELLIGENT ACCESS (IA) KEY

**Note:** Your intelligent access key must be within 3 ft (1 m) 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 key 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 the 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 **POWER START/STOP** button. Shift into D (Drive) and go. To turn the vehicle off from outside the vehicle after using your remote start, press  once.

**Note:** It is also possible to turn your vehicle on and off using the MyFord® mobile application on your smartphone.

### CHARGING YOUR VEHICLE

Your vehicle must be in (P) Park to charge. Press the indentation located on the charge port door and the door will rotate open. Plug the charging coupler into the vehicles charge port receptacle and make sure that the button “clicks” confirming that it is completely engaged. When a connection has been detected each quadrant of the light ring will flash in a clockwise manner two full times (this indicates the beginning of a normal charge cycle). When you are done charging your vehicle, press the button on the charging coupler and remove it from the vehicle. 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.

**Note:** Do not force the charge port door open or close.



## Essential Information

\* IF EQUIPPED

### 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.

### SOS POST-CRASH ALERT SYSTEM™

Provides audible and visual alarms when a crash causes the deployment of airbags or the activation of the safety belt pretensioners. The turn signals will flash and the horn will sound. To deactivate, press the hazard flasher control, or the panic button  on your remote transmitter.

### TEMPORARY MOBILITY KIT

Your temporary mobility kit is located underneath the cargo cover. The kit consists of a sealing compound in a canister that will seal most punctures caused by nails or similar objects and an air compressor to inflate the tire. Do not attempt to repair punctures larger than 1/4 inch (6.4 mm) or damage to the tire's sidewall. Refer to the *Roadside Emergencies* chapter of your *Owner's Manual* for complete instructions on use.

**Note:** This kit will provide a temporary seal allowing you to drive your vehicle up to 120 miles (200 km) at a maximum 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

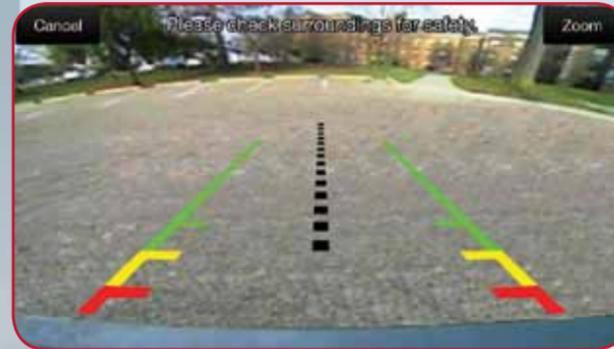
Your vehicle illuminates a low tire pressure warning light in your instrument cluster when one or more of your tires are significantly underinflated. If this happens stop and check your tires as soon as possible. Inflate them to the proper pressure. Refer to the *Tires, Wheels and Loading* chapter of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

## Function

\* IF EQUIPPED

### REARVIEW CAMERA

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



### REVERSE SENSING SYSTEM

This system sounds a warning tone if there is an obstacle near the vehicle's rear bumper when the vehicle is in R (Reverse) and is traveling less than 3 mph (5 km/h). The warning tone will increase 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 detail 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\*

Your vehicle's front row head restraints can be adjusted. Pull up to raise the head restraint. To lower, press the head restraint down while pressing and holding the guide sleeve adjust/release button. Tilt the head restraint forward for additional comfort by gently pulling the top of the head restraint. Once it is in its forward-most position, tilting it forward once more will release it to the upright position.

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

### UNIVERSAL GARAGE DOOR OPENER\*

Your driver's side visor has a built-in wireless transmitter that replaces the common handheld garage door opener. This system can also be programmed to security systems, entry gates and home or office lighting. Refer to the *HomeLink® wireless control system* section in your *Owner's Manual* for programming instructions and additional information.