

## LEARN HOW TO SYNC YOUR RIDE

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](http://SyncMyRide.com)  
[SyncMyRide.ca](http://SyncMyRide.ca)

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*.



**Ford Motor Company**  
**Customer Relationship Center**

U.S. • 1-800-392-3673 (FORD)  
(TDD for the hearing impaired: 1-800-232-5952)  
[fordowner.com](http://fordowner.com)

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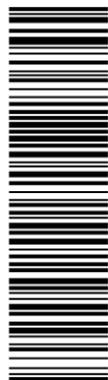
[ford.ca](http://ford.ca)

## LEARN MORE ABOUT YOUR NEW FOCUS ELECTRIC

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.

You can also visit [PlugintoFord.com](http://PlugintoFord.com).

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# Quick Reference Guide



 2014 **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
- » Vehicle health report
- » Pair my phone

### 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)

### Entertainment

- » Audio list of commands
  - You can also get detailed lists of commands for radio, USB, *Bluetooth*® audio, Sirius 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
  - Fuel prices
  - Sports <headlines/  
scores/schedule>

### SYNC Services\*

- » Say “**Services**” first, and then “**What can I say?**”
- » Traffic
- » Directions
- » Business search
- » Operator (for direction or business search)
- » Favorites
- » News, sports, weather, horoscopes, stock quotes, movies or travel
- » Help

### Climate

- » Climate control list of commands
- » Climate temperature <60-85> degrees

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](http://SyncMyRide.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).

# Smart Start

## 10 QUICK TIPS

### 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. The light ring indicates the approximate charge status of your high-voltage battery system while it is charging.



### 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 a 240V charging station takes 3-4 hours to fully charge an empty battery. 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.

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

To start your Focus Electric, press 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.

### 4. SMARTGAUGE® WITH ECOGUIDE

Use your 5-way controls located on your steering wheel to interact with your smart dashboard. 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

You can choose several ways to view vehicle range. Enter a destination and range view will let you know if you have enough plug-in power to get there. The various screens can also show miles per charge, distance until plug-in power is depleted 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.

### 6. BRAKE COACH

The Brake Coach appears after the vehicle has come to a stop. It coaches you to brake in a manner that maximizes the amount of energy returned through the regenerative braking system. The percent displayed indicates your 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](http://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 it is still plugged in and charging. Use MyFord Mobile to set the cabin temperature and departure time before you leave.

**Note:** Cabin conditioning effectiveness may be reduced by extreme outside temperatures or when using 120V charging.

### 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 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.



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

# Instrument Panel



## 1 CRUISE CONTROL

### To Set Your Cruise Control Speed

1. Press and release **ON**.
2. Accelerate to the desired speed.
3. 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

 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 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*<sup>®</sup> chapter in your *Owner's Manual* for more information.

## 6 MEDIA STEERING WHEEL CONTROLS

-  Press **+** to increase or **-** to 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 "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 **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®

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\* will not work.

## EV INFO

Your system has special electric vehicle screens. To access these screens, press the “road and leaf” icon.



- The Powerflow Status screen displays how power is being used at any moment.
- The Charge Settings screen lets you schedule charging and GO times, schedule cabin conditioning times, view charge status and more. There are four quadrants that are arranged clockwise:
  - My GO Times
  - High-voltage Battery Charge Status
  - Charge Profile
  - Charge Status

\*IF EQUIPPED

## 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 see what 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 the website, or your phone manufacturer's website.

## WHY DO I NEED A SYNC OWNER ACCOUNT?

A SYNC owner account is required for Vehicle Health Report activation and the ability to view your reports online. You'll also be able to take advantage of all SYNC's Services and personalization features, such as saving your Favorites and Points of Interest (POI). You'll receive the latest software updates that add new places, directions and information; and if you have questions, you'll get free customer support. Some services may not be available in your area. Create your account by visiting the website or calling the toll-free number for more information. See page three for details.

## TO PAIR YOUR PHONE WITH SYNC

In order to use many of the features of SYNC with MyFord Touch, 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. **Find SYNC** appears on your screen and instructs you to begin the pairing process from your device.
3. 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.
4. If you are prompted to enter a PIN on your device, it does not support Secure Simple Pairing. To pair, enter the PIN displayed on the touchscreen. Skip to the next step.
5. When prompted on your phone's display, confirm that the PIN provided by SYNC matches the PIN displayed on your cellular phone.
6. The display indicates 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 voicemail).
- Download your phone book (this is required to use the full set of voice commands).
- Turn on 911 Assist®.

## Tips

- Make sure you accept SYNC's request 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 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.
- Connects 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 SYNC's ability to select the correct contact. Remember to say the contact name exactly as it is listed 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 pulling 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, 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 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
- GPS (Global Positioning System) technology
- 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 3D.

### 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 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".

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 fuel-efficient route.

## CLIMATE

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 the climate control, say a voice command like "Climate temperature 72 degrees" and MyFord Touch will make 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 will mute briefly and return once the station is saved.

### 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 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 switch the ignition 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 will sound and the turn signals will flash.

### INTELLIGENT ACCESS KEY

**Note:** Your intelligent access key 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 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 vehicle's charge port receptacle and make sure that the button "clicks" confirming that it is completely engaged.

- When the vehicle detects the connection, each quadrant of the light ring will flash 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 located in the floor of the cargo area. 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 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 will provide 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**.



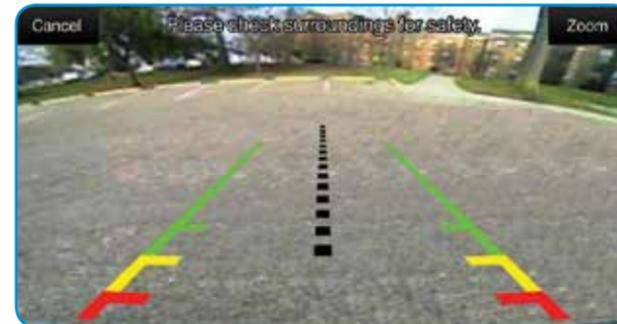
## TIRE PRESSURE MONITORING SYSTEM

Your vehicle 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 *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 **R** (Reverse) 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 **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 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 will release 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.

