

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

#### Canada

Ford Customer Relationship Centre  
1-800-565-3673 (FORD)  
(TDD for the hearing impaired:  
1-888-658-6085)

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



@FordServiceCA



# Ford

FOCUS



## 2018 QUICK REFERENCE GUIDE



# COMMONLY USED VOICE COMMANDS

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



## Basic Commands

- Main menu
- Go back<sup>1</sup>
- Cancel
- List of commands<sup>1</sup>
- Next page<sup>1</sup>
- Previous page<sup>1</sup>
- Help<sup>1</sup>



## Phone

- Phone list of commands<sup>1</sup>
- Pair phone
- Call <name> <on cell/at home/at work>
- Dial <number>
- Listen to message<sup>1</sup>



## Navigation<sup>1,2</sup>

- Navigation list of commands
- Destination <home/previous destination>
- Find <POI/an address/intersection>
- Show route
- Where am I?
- SiriusXM Traffic and Travel Link<sup>3</sup> list of commands
  - Show <traffic/weather map/five-day forecast/fuel prices>
  - Help



## Audio

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



## Apps

- List mobile apps
- Find new apps
- <App name>
- <App name> help



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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

<sup>1</sup> only available with SYNC 3

<sup>2</sup> if equipped

<sup>3</sup> SiriusXM may not be available in all markets. Activation and a subscription are required.

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 cancel the set speed, tap the brake or press the **CAN** control.

\*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 have your vehicle serviced at the first available opportunity.

## 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 Keyless Starting\*

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

SYNC is an in-vehicle communications system that works with your Bluetooth-enabled phone and portable media player.

### Support

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

In the United States, call **1-800-392-3673**.

In Canada, call **1-800-565-3673**.

### Driving Restrictions

For your safety, certain features are speed-dependent and restricted when your vehicle is traveling over 3 mph (5 km/h).

## 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 to switch on your phone's Bluetooth feature before starting the search. See your device's manual if necessary.
2. Press the **PHONE** button. When the audio display indicates there is no paired phone, select the option to add.
3. When a message to begin pairing appears in the audio display, search for SYNC on your phone to start the pairing process.
4. When prompted on your phone's display, confirm that the PIN provided by SYNC matches the PIN displayed on your phone. Your phone is now paired and the display indicates that the pairing was successful. If you are prompted to enter a PIN on your device, enter the PIN displayed on the screen. The display indicates when the pairing is successful.

### The System May Prompt You to

- Set your phone as primary or favorite (the phone SYNC automatically tries to connect with first upon vehicle start-up).
- Download your phone book (required to use the full set of voice commands).

### Tips

- 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 allows you to receive the latest software updates and, when you have questions, free customer support.

## Using Your Phone with SYNC

### 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 control . 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

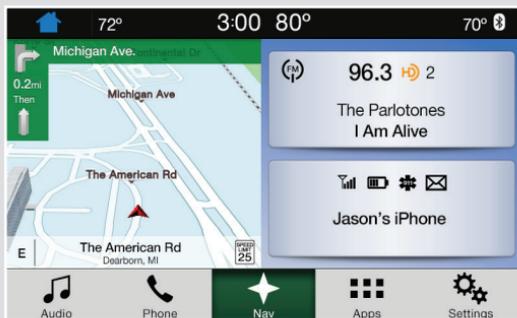
Plug in your USB media devices such as phones and MP3 players, and use SYNC to play all of your favorite music.

**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 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. A prompt alerts you to search for the system on your phone.
3. Select your vehicle's make and model as it displays on your phone.
4. Confirm that the six-digit number appearing on your phone matches the six-digit number on the touchscreen.
5. The touchscreen indicates when the pairing is successful.
6. Your phone may prompt you to give the system permission to access information. To check your phone's compatibility, visit [owner.ford.com](http://owner.ford.com).

### Using SYNC 3

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.



\*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 are 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 the SYNC 3 chapter of your Owner's Manual for complete details.



### Navigation\*

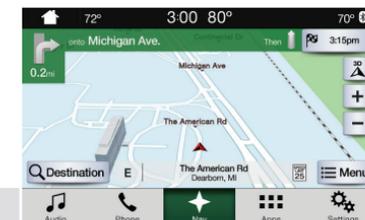
Press the **Navigation\*** icon and then select one of two ways to find your destination:

- 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 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 or 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.

\*if equipped



## Settings

Touch the **Settings** icon to customize information within your vehicle. Adjust the clock, display, some vehicle features and sound settings.



## 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. To find new apps, use the voice command, "**Find new apps**".

For more information, refer to the SYNC 3 chapter of your *Owner's Manual*. For support, visit the website or call the toll-free number. See the inside front cover of this guide for details.



## Audio

Press the **Audio** icon on the touchscreen and select **Sources**. Choose from AM, FM, SiriusXM\* and other media sources.

### Using SYNC 3 to Access Digital Media

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**. 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.



\*if equipped

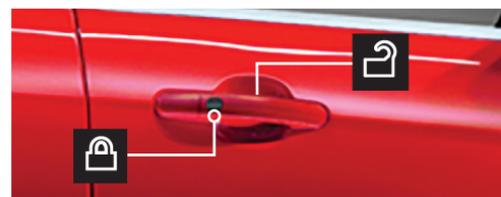
# CONVENIENCE

## 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 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, limited volume levels, and more. For complete information, refer to the *MyKey* chapter in your *Owner's Manual*.



\*if equipped

# FUNCTION

## 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 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 are derived from a manual transmission, the PowerShift automatic transmission will drive, sound, and feel similar to a 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 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.

*\*if equipped*

## Active Park Assist with Parallel Parking\*

The active park assist system can detect an available parallel parking space and automatically steer the vehicle into that space (hands-free). The system visually and audibly guides you to park your vehicle.

- To initiate active park assist, press the Active Park Assist button  on the center console.
- Press the Active Park Assist button  once to search for a parallel parking space.
- To stop the parking procedure, grab the steering wheel or press the Active Park Assist button  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.



## 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.

## 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.

*\*if equipped*

## FUNCTION CONTINUED

### 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.

### 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.

## COMFORT

### 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.

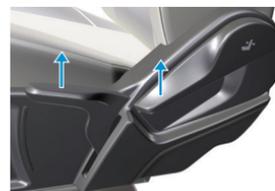
**Note:** Do not attempt to force the head restraint backward after tilting it. Instead, continue tilting it forward until the head restraint releases to the upright position.

### 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  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 the 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 side. Single zone automatically shuts off. You can now adjust the driver side and passenger side temperatures independently.

**To return back to single zone:** Press and hold the **AUTO** button for a few seconds. The passenger temperature switches to the driver 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 button on the top outboard side of each seatback.
- Push the seatback forward.

**Note:** Make sure you stow the seatbelt 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 on the instrument panel, near the headlamp switch.

With your vehicle unlocked, or with the intelligent access transmitter\* within 5 feet (1.5 meters), you can open the luggage compartment or liftgate from the outside by pressing the release button under the handle and above the license plate.

You can also use the keyless remote.



\*if equipped

# ESSENTIAL INFORMATION

## 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 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 (47 liter) fuel tank capacity.

Use only UNLEADED fuel or UNLEADED fuel blended with a maximum of 15% ethanol and a minimum 87 octane rating. Do not use E85 (ethanol), diesel, fuel-methanol, leaded fuel or any other fuel because it could damage or impair the emission control system.

## Refueling

Put your vehicle into park (P) and switch the ignition off. Open the fuel filler door. Slowly insert the fuel filler nozzle into the fuel filler inlet, and leave the nozzle fully inserted until you finish refueling. Slowly remove the fuel filler nozzle.

**Note:** When refueling the vehicle fuel tank from a fuel container, use the fuel filler funnel (located in the glove compartment), and pour the fuel into the funnel.

When done, clean the funnel or properly dispose of it. Do not insert the nozzle of a fuel container or an aftermarket funnel into the fuel filler neck. This may damage the fuel system filler neck or its seal and cause fuel to run onto the ground.

You can purchase extra funnels from your authorized dealer. Refer to the *Refueling* section in the *Fuel and Refueling* chapter of your *Owner's Manual* for warnings and additional information.



## 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*.

## 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.

\*if equipped



## SelectShift® Automatic Transmission\*

Gives you the ability to change gears manually, if you like. With SelectShift, you can use the toggle on the gearshift lever or paddles on the steering wheel to upshift and 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.

