

2013

**A5 Cabriolet/S5 Cabriolet****Audi Delivery Guidelines**

Client \_\_\_\_\_

VIN \_\_\_\_\_

Delivery Date \_\_\_\_\_

**Pre-Delivery**

Ensure Final Vehicle Quality Inspection Is Completed

- Enroll customer in Audi connect Services (<http://MyAudiconnect.com/>)(if equipped and Audi connect Request to Initiate Services and T-Mobile T&C are signed)
- Deactivate the connection prompts for the online services (TEL function button > Settings > Connections > Data Connection > select No Prompt)
- Inspect exterior for damage, dings, dents, and surface scratches
- Check interior for cleanliness, grease marks and damage  
Repair all defects prior to customer delivery
- Verify vehicle is equipped as specified and all accessories are installed
- Check front/rear floor mats are locked in

**Customer Priority Topics**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How long would the client like to spend on topics today? \_\_\_\_\_

**Priority Delivery Topics**

- Audio and Entertainment System Controls
- Hands-Free Communication
- Trunk/Hatch/Tailgate
- Other Audio/Entertainment

**Personalize Vehicle Settings**

- Bluetooth: Connect customer's Bluetooth phone and assist in copying and accessing phonebook entries. Ensure connection will occur automatically upon re-entry if desired. Refer to [www.audiusa.com/bluetooth](http://www.audiusa.com/bluetooth) for compatible phone list
- Adjust mirrors, seats, and steering column to customer preference
- Assist with radio station presets
- Show how to connect iPod/MP3. Demonstrate AMI, SD cards and Aux-in jack (if equipped)

**Bluetooth Capability**

- Pair the customer's phone with the vehicle
- Demonstrate how to answer, ignore and end calls
- Conference calling (enable in the MMI under Telephone function button > Settings control button > Call Options)
- Dialing from directories/phonebook (received, missed, dialed calls)
- Refer to [www.audiusa.com/bluetooth](http://www.audiusa.com/bluetooth) for compatible phone list

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### Introduce MMI Navigation System

- Review the MMI controls and basic functionality (buttons: function, on/off, arrow control, and back)
- Demo Audio Sources: Show how to connect iPod via AMI, MP3/SD cards, Bluetooth audio player. Explain the jukebox functionality
- Explain CD and DVD loading/unloading

### Audi connect (if equipped)

- Ensure customer has requested activation of Audi connect
- Provide overview of features (activate services before customer arrival)
- Point out that the Audi connect Brochure (located in the glove box) contains additional information for customer review after delivery
- Explain trial period for Audi connect and how to extend service
- Show traffic reports, fuel updates, weather information, real-time news feeds
- Explain Wi-Fi hotspot capabilities
- Have a customer set up their Wi-Fi password via Telephone > Settings > Connections > Wireless Network Settings > Select "Password." Ask the customer to enter an easy way to remember the password. Then select "apply setting" to save it.
- Explain the purpose of setting up a myAudi account at [my.audiusa.com/Audiconnect](http://my.audiusa.com/Audiconnect)

### Navigation

- Show how to input an address and a POI as the destination using the MMI (use Online Destinations if equipped with Audi connect)
- Show how to enter a stopover
- Demo how to "cancel" route guidance via the MMI (NAV > Destination > Cancel)
- Show how to store a destination
- Show how to customize route "criteria" (e.g., avoid toll roads) and "Settings" (e.g., 3D map and Map Orientation, and Google Earth Mapping [with Audi Connect services enabled])
- Show how to manipulate the map (zoom, scroll map area)
- Show how to repeat the last navigation announcement using the iNav steering wheel button
- Show how to access TMC reports via Sirius and traffic reports via Audi connect
- Explain Tire Pressure Monitoring System and how to reset in the MMI
- Explain the settings for the Bang & Olufsen® system (if equipped)

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## Media Overview

### Radio (AM/FM/SAT)

- Show how to program preferred radio stations (press and hold knob)
- Explain the scanning/tuning functions
- Walk the customer through the steps to program favorite radio stations (press + hold knob).  
The customer should do this with your guidance
- Show the customer the manual seek feature. Select the FM band > Functions. Turn control knob to Tuning/Channels and press the knob

### Video Capability

- Flash SD/DVD Jukebox
- Explain acceptable video formats

### Cover Art

- Not available on iPod (available if using "R" cable)
- Flash SD media – show how to use SD card, USB via AMI
- Jukebox (Cover Flow available to flip through album covers)

### Jukebox–Hard drive

- Capacity (20 GB/up to 3,000 songs)
- Supported file extensions and formats per MMI manual
- Demonstrate importing and sorting

### Interior

- Climate control functions (Note: Will operate in ECON mode when convertible top is open)
- Multifunction steering wheel
- Wiper/washer system/rain sensor
- Demonstrate how to activate heated/ventilated seats and neck-level heating system (if equipped)
- Demonstrate how to activate heated mirrors
- Show how to program memory buttons for seat and mirrors (if equipped)
- Demonstrate glovebox/valet operation
- Homelink® location and setup (if equipped)
- "Passenger Side Airbag Off" light: Illuminates if no occupant in passenger seat or if occupant is "out of position"
- Trip computer/Driver info display: explain toggle function via "RESET" on stalk.  
Reset "Trip Comp 1 and 2" prior to delivery
- Show how to set daylight savings time and time zone manually
- Explain the IP cluster and the information available

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**Exterior**

- Show how to open fuel door – push/pull release
- Demonstrate locking/unlocking vehicle with Advanced Key
- Demonstrate opening trunk using the remote control

**Owner's Documents**

- License/insurance/registration/title (if applicable)
- Warranty & Maintenance Booklet (stamp to confirm PDI was completed)  
Adhere "vehicle identification label" from the vehicle trunk to the inside cover of the  
Warranty & Maintenance Booklet prior to delivery
- 24-Hour Roadside Assistance information – ask customer to program number in their phone
- Owner's Manual, MMI Manual and other manuals as equipped
- Quick Reference Guides as appropriate
- Advise the customer to only use oil that meets Audi 502.00 standards
- Advise the customer that Audi recommends using Top Tier Detergent Gasoline with a  
minimum octane rating of 91AKI (95 RON)
- Review the recommended maintenance schedule. Explain the importance of getting the  
Warranty & Maintenance Booklet stamped for each maintenance performed
- Tire Warranty Booklet: Explain coverage from tire manufacturer
- All keys (2 remotes, 1 emergency, 1 emergency key holder) – walk customer through  
programming their keys
- Provide Audi Care Information
- Lemon Law Rights Booklet or Lemon Law Notice as required by law

**Convertible Top**

- Show how to open and close. Mention top should be only operated with engine running to  
conserve battery power
- Do not leave in partial open/closed position for >5 minutes
- Show emergency top and storage cover manual release tool and refer to owner's manual  
for instructions
- Demonstrate proper installation, folding and storage of wind deflector

**Orientation Drive**

- Standard Intelligent Key/Advanced Key (if equipped): Discuss that foot must be on brake when  
starting/stopping. Explain when key fob is in ignition, start button is disabled. To remove key  
fob from ignition/dashboard, push key once to release and wait 0.5 seconds before removing  
the key from ignition/dash
- Activate and demonstrate navigation system (if equipped)
- Explain Audi drive select and how to select the various modes (if equipped)
- Demonstrate rear view camera and rear parking sensors (if equipped)
- Demonstrate cruise control/ACC (if equipped)

## 2013 A5 Cabriolet/S5 Cabriolet | Audi Delivery Guidelines

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**Orientation Drive (continued)**

- Explain Audi side assist functionality (if equipped): Point out the side assist button on the driver's side door. Show how to adjust the side assist light brightness in the MMI. Only works at speeds over 19 mph (30 km/h)
- Explain Audi active lane assist functionality (if equipped): Show how to set the steering wheel vibration in the MMI. Show how to activate the system with the button on the turn signal. Only works at speeds of 40 mph (65 km/h) or more
- Show how to set electromechanical parking brake and how to reset

**End the orientation drive in the service write-up area****Service Introduction**

- Tour service department and introduce to Service Manager and Service Consultant
- Set up first service appointment
- Ask customer if you can program service department's phone # in their phone

2013

**A5 Cabriolet/S5 Cabriolet**

Audi Vehicle Condition Report

Client \_\_\_\_\_

VIN \_\_\_\_\_

Delivery Date \_\_\_\_\_

**Initial PDI Vehicle Inspection**

Complete the following checks within 2 business days (48 hours) of receiving a vehicle.

- Remove full body cover (if installed) following TSB 2009967. Check for transportation damage  
*Note: This is a two-person task*
- Verify all keys are included (2 masters, 1 emergency key, 1 emergency key holder)
- Verify all wiper blades are enclosed in the trunk (in case transport wipers are installed)
- Inspect painted surfaces/molding/glass (If any defects [scratches/dings/dents/body damage] are found, contact your supervisor to arrange for immediate repair)
- Inspect body for paint defects and damage
- Set tires to maximum recommended tire pressures listed on the B-pillar doorjamb, and store tire pressure values in Car/System menu
- Perform the A-battery test for new batteries in GFF–Service work. Select option 2, the battery test for new batteries as part of the pre-delivery inspection and act according to the test result (ok, recharge, replace). Ensure diagnosis log is uploaded to the GFF paperless server by selecting “ok” when tester wants to send the current generated diagnosis protocol online. **(Note: Do not use Guided Functions. The diagnosis log will not be uploaded to GFF paperless)**



2013

# A5 Cabriolet/S5 Cabriolet

# Audi Technician Report

Client \_\_\_\_\_

VIN \_\_\_\_\_

Delivery Date \_\_\_\_\_

*All items must be completed prior to customer delivery by an Audi technician*

*\*\*Refer to the Service Work area of GFF for the PDI function tests*

*\*\*Audi recommends using an Audi approved battery charger to prevent excessive battery discharge during inspection*

## Open Campaigns/Updates

Check ElsaWeb for open campaigns and updates. Perform if applicable

## Battery Inspection

Check battery clamps for proper torque. Re-torque if required

Perform the A-battery test for new batteries in GFF-Service work. Select option 2, the battery test for new batteries as part of the pre-delivery inspection and act according to the test result (ok, recharge, replace). Ensure diagnosis log is uploaded to the GFF paperless server by selecting "ok" when tester wants to send the current generated diagnosis protocol online. **(Note: Do not use Guided Functions. The diagnosis log will not be uploaded to GFF paperless)**

## Transport Mode Deactivation, DTC check, set service reminder

Deactivate vehicle transport mode (via Service Work)

Run GFF, and when prompted, run an SVM specified/actual comparison

Set service reminder (via Service Work-17-PDI-resetting SRI and PDI, counter reset, etc.)

Set Adaptation Channel (via Service Work: 5F-Activating/Deactivating storage of music) (applies to vehicles with an SOP after CW 22)

## Under the Hood Fluid Check and Inspection

Check all fluid levels and top off if necessary

Check engine oil level via the MMI - fill oil to the max level when the vehicle is at operating temperature

## Trunk Inspection

Install wheel bolt cover removal tool from PDI kit and wheel lock key (if applicable) into trunk tool kit behind right side cover

Set spare tire pressure

Verify trunk operation, including emergency release handle

## Exterior

Install permanent wiper blades *unless vehicle is for inventory storage*

Test windshield washers for aim and function (if permanent wiper blades are installed)

Turn on headlights and test headlamp washers (if equipped)

Test exterior lighting functions

Check key functionality including seat memory (if applicable); verify vehicle starts and runs with the start/stop button; verify all doors lock/unlock with remote and Advanced Key, including door handle sensors (if equipped)

## 2013 A5 Cabriolet/S5 Cabriolet | Audi Technician Report

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**Interior**

- Check operation of all switches: Locks, windows, seat adjustment, and child safety features
- Calibrate rear view mirror compass to proper zone and check self-dimming function/lighting (if equipped)
- Verify operation of all interior lights
- Mirrors: Inspect folding, adjustments, RH tilt in reverse, and memory (if equipped)
- Inspect operation of lighter, aux. outlet under armrest and rear outlet
- Verify operation of all front and rear seat belts and latches
- Check horn operation
- Passenger side airbag: Verify operation of Passenger Occupant Detection System
- Verify convertible top manual closing tools are present

**Radio**

- Verify operation of CD player
- Verify operation of AMI or aux. input (if equipped)
- SD card slot: Insert SD card and test function
- Verify HD Radio is turned "off" in Radio/Settings Menu

**MMI Setup**

- Verify and set language and Measurement Units in Setup Menu
- Set Time source setting to "GPS" and set Auto daylight savings time to "on."  
Change time zone to the appropriate dealer location
- Navigation mode (if equipped): Set dealership location (for following back to dealership during road test)

**Audi connect (if equipped)**

- Verify Audi connect Information Packet is present, including Audi brochure, T-Mobile brochure, customer SIM card, T-Mobile Terms & Conditions (T&C)(if applicable)
- Connect the **dealer demo** SIM card to the vehicle and make sure the system fully connects to 2G or 3G (2G or 3G symbol with arrows)(only applies if in a T-Mobile service area)
- Enable Google Earth in the navigation settings and verify the white Google Logo appears next to the 2G or 3G symbol
- Ensure the wireless network is turned on (Telephone function button > Settings Ctrl button > Connection > Wireless network connection > select "On")
- Check WiFi hotspot functionality is enabled and verify the SSID is set to "AUDIXXXX," where XXXX = last four digits of VIN

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**On-Hoist Inspection**

- Check vehicle underside for fluid leaks and loose components
- Check steering, boots, brake system, hoses, tires and wheels for damage
- Remove transport suspension blocks (if installed)
- Inspect wheel bolts for proper torque using torque wrench
- Install wheel bolt covers and center caps as supplied

**Road Test**

- Check for squeaks, rattles and wind noise
- With engine running to conserve battery power, test folding power top
- Verify engine performance and acceleration
- Test operation of folding power top (Cabriolet)
- Verify operation of rear view camera and rear parking sensors (if equipped)
- Verify Audi side assist functionality (if equipped)
- Verify Audi active lane assist functionality (if equipped)
- Verify transmission operation including shift paddles
- Check steering/tire alignment
- Test drive vehicle applying brakes at least 4 times at 20 mph (35 km/h) to clean brake rotors.  
Check for abnormal noise/vibration/pulsation
- Parking brake: Apply and verify hold and release
- Verify quality of radio reception in AM/FM/SAT bands
- Verify cruise control/ACC functionality (if equipped)
- Verify functionality of heated/ventilated seats and neck-level heating system (if equipped)
- Climate control: Verify all functions and ensure proper A/C cooling
- Navigation function (if equipped): Activate NAV and follow directions back to dealership

**Post-Road Test Inspection**

- Interrogate fault memory using Scan Tool and print Diagnostic Log
- Record final mileage on checklist and sign checklist
- Ensure the yellow tire pressure tag is installed on steering wheel

**If Vehicle is for Showroom Display/Inventory Storage or Demo Use**

- Install showroom charger to ensure battery remains charged at all times
- Apply Inventory Maintenance Sticker
- Install permanent wiper blades (if for showroom display or demo use)

2013

**A5 Cabriolet/S5 Cabriolet**

Audi Vehicle Detail Report

Client \_\_\_\_\_

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Delivery Date \_\_\_\_\_

**Warning: Do NOT use accessories (radio, etc.) while performing detail, as this can discharge the battery.**

**Warning: Only operate power convertible top with engine running to conserve battery power.**

**Warning: Do not allow convertible top to remain in a partially opened or partially closed position for longer than 5 minutes. This will cause the top to stop functioning and will require service.**

Refer to TSB 2009967 for Detailer responsibilities, specific use of chemicals, and for part numbers to order materials

**Exterior – Prior to Delivery**

- Remove protective covering
- Wash/Dry vehicle exterior including inside door jambs and under trunk
- Inspect painted surfaces/molding/glass and remove any residue  
*(If any defects [scratches/dings/dents/body damage] are found, contact your supervisor to arrange for immediate repair)*
- Inspect body for paint defects and damage
- Check interior floors, trunk, front and rear windshield and all windows for water leaks
- Apply 3M Perfect-It™ Paste Wax
- Clean front and rear windshield using 3M™ Glass Polishing Compound.  
Refer to TSB 2020552 for details
- Apply 3M Performance Finish wax to the wheels (**except chrome wheels**) to protect rims from brake dust

**Under Hood – Prior to Delivery**

- Wipe down engine compartment and remove excess water from grille and hood area.  
Important: **Do not use dressings or chemicals containing silicone!**

**Interior – Prior to Delivery**

- Clean all glass
- Remove all trim protection/coverings/stickers/decals  
**WARNING! Do not remove airbag warning triangle/warning labels**
- Check upholstery/clean as required
- Check for excessive grease on seat tracks/clean as required
- Check all interior surfaces/compartments (including sun visors/headliner) for marks or fingerprints. Clean as required
- Vacuum carpet
- Check luggage compartment and vacuum
- Install front/rear floor mats (including locking clip/tabs if applicable)/check that color matches

**Final Detail Quality Inspection**

- Re-inspect vehicle for surface scratches, swirl marks, paint chips, dents, wax residue, dust, or lint, preferably in an area where vehicle is to be delivered. If this is not possible, inspect vehicle in shop under fluorescent lights or in bright sunlight

2013 A5 Cabriolet/S5 Cabriolet | Inspection Verification

Client \_\_\_\_\_ VIN \_\_\_\_\_ Delivery Date \_\_\_\_\_

**Audi Brand Specialist**

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards.

\_\_\_\_\_  
Audi Brand Specialist Signature Date

**Porter**

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards.

\_\_\_\_\_  
Porter Signature Date

**Technician**

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards.

\_\_\_\_\_  
Technician Signature Date

**Detailer**

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards.

\_\_\_\_\_  
Detailer Signature Date

**Would you like to schedule a Second Delivery?**

Yes \_\_\_\_\_  No \_\_\_\_\_  
Date Time

**By signing, I confirm all items in this checklist have been thoroughly reviewed with me and the statements below are true.**

- ▶ Vehicle is clean and free of problems
- ▶ Received all keys and owner's documentation
- ▶ Satisfied with features and controls explanations

\_\_\_\_\_  
Customer Signature Date