2014

TT/TTS Coupe and Roadster/TT RS | Audi Delivery Guidelines

Client _____   Stock No. _____   Delivery Date _____

VIN _____

Pre-Delivery

Ensure Final Vehicle Quality Inspection Is Completed

☐ 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

☐ Verify all campaigns and updates are closed

Customer Priority Topics

1. _____

2. _____

3. _____

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

Priority Delivery Topics	Personalize Vehicle Settings
☐ Audio and Entertainment System Controls	☐ 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.audi.com/bluetooth for compatible phone list. Click on appropriate country.
☐ Hands-Free Communications	☐ Adjust mirrors, seats and steering column to customer preference
☐ Cruise Control and Operation	☐ Show how to connect iPod/MP3. Demonstrate AMI, SD cards and Aux-in jack (if equipped)
☐ Navigation System	

Bluetooth Capability

☐ Pair the customer's phone with the vehicle

☐ Demonstrate making a call via voice and steering wheel commands

☐ Demonstrate how to answer, ignore and end calls

☐ Dialing from directories/phonebook/call lists (received, missed, dialed calls)

☐ Refer to www.audi.com/bluetooth for compatible phone list. Click on appropriate country

☐ Demonstrate conference calling (enable in the MMI under Telephone > Call Options menu

Voice Controls

☐ Demonstrate the voice command feature (i.e., accessing "Help," dialing a phone number, calling a contact, using the steering wheel voice command button, etc.)

Voice Controls (continued)

☐ Have the customer complete the speech training to allow the voice recognition system to learn and adapt to the customer's voice (Main Menu > Set up MMI > Voice Recognition > Individual Speech Training)

☐ Radio station and CD/DVD

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 (enable if needed)

☐ Explain CD and DVD loading/unloading

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Navigation

- ☐ Show how to enter a stopover
- ☐ Demo how to "cancel" route guidance using voice commands ("Cancel route guidance") and the MMI (NAV > Destination > Cancel)
- ☐ Show how to store a destination
- ☐ Show how to manipulate the map (zoom, scroll map area)
- ☐ Show how to repeat the last navigation announcement using the iNav steering wheel button
- ☐ Explain Tire Pressure Monitoring System and how to reset in the MMI

Media Overview

Radio (AM/FM/SAT)

- ☐ Show how to program preferred radio stations. Up to 6 presets available on the MMI touch control panel
- ☐ Explain the scanning/tuning functions
- ☐ Walk the customer through the steps to program favorite radio stations (press and 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.
- ☐ Explain the settings for the Bang & Olufsen® system (if equipped)
- ☐ Explain to the customer that they have a 3 month free sub-scription to Sirius Satellite Radio and demonstrate how to get to the satellite band. Show them the SiriusXM Satellite Radio insert from the glove box, point out the station guide list, and demonstrate presetting a station of their choice for them.

Interior

- ☐ Demonstrate climate control functions
- ☐ Demonstrate multifunction steering wheel
- ☐ Explain wiper/washer system/rain sensor
- ☐ Demonstrate how to activate heated seats (if equipped)
- ☐ Demonstrate how to activate heated mirrors
- ☐ Demonstrate voice commands (coupe only)
- ☐ Demonstrate glove box/valet operation
- ☐ Show Homelink® location and setup
- ☐ "Passenger Side Airbag Off" light: Explain that it illuminates if no occupant in passenger seat or if occupant is "out of position"

Interior (continued)

- ☐ Trip computer/Driver info display: Explain toggle function via "RESET" on stalk. Reset "Trip Comp 1 and 2" prior to delivery (if equipped)
- ☐ Self Supporting Run Flat Tires (SST): Explain functionality. It is possible to continue driving a distance of at least 30 miles at a maximum speed of 50 mph
- ☐ Show how to set clock and adjust time zone
- ☐ Demonstrate how to operate exterior lights

Video Tutorials

- ☐ Point out that Video Tutorials can be viewed in the following ways:
  - ‣ Via the USB launcher found in the "Quick Questions & Answers Guide"
  - ‣ Via www.auditechnology.com
  - ‣ Via www.audiusa.com/help/video-tutorials

Convertible Top (Roadster only)

- ☐ Demonstrate how to open/close power top (top can only be operated up to 30 mph)
- ☐ Mention power top should only be operated with engine running to conserve battery power
- ☐ Demonstrate operation of wind deflector. *Mention more effective with windows in the up position*

Exterior

- ☐ Demonstrate how to unlock/lock doors and rear lid and programming of keys (2 master, 1 emergency, 1 valet)
- ☐ (If equipped with Keyless entry) Explain to the customer that the vehicle is set from the factory to unlock only the door that is approached. Show them in the MMI under vehicle settings, where they can select their central locking preference and adjust it to "all doors" if preferred.
- ☐ 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)

Owner's Documents

- ☐ Take the Quick Questions & Answers Guide from the glove box, open it, and demonstrate how to use it with the customer
- ☐ Explain the USB launcher use
- ☐ ABS should insert their business card in the slots available next to the USB launcher

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Owner's Documents (continued)

☐ Explain the "text to phone" features for viewing tutorials on a smart phone or at the Audi technology website: www.auditechnology.com

☐ Owner's Manual, MMI Manual and other manuals as equipped

☐ 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

☐ 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

☐ License/insurance/registration/title (if applicable)

☐ 24-Hour Roadside Assistance information; ask customer to program number in their phone

☐ Provide Audi Care Information

☐ Lemon Law Rights Booklet or Lemon Law Notice as required by law (USA ONLY)

Orientation Drive

☐ Standard Intelligent Key/Advanced Key (if equipped)

☐ Discuss that foot must be on brake when starting/stopping

☐ Demonstrate rear view camera and rear parking sensors (if equipped)

☐ Demonstrate cruise control/ACC (if equipped) Activate and demonstrate navigation system (if equipped)

☐ If equipped with front and rear park sensors, show the customer how they can customize the volume through the MMI under "Driver Assist>Parking Aid".

End the orientation drive in the service write-up area

Service Introduction

☐ Tour of the 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

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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

Would you like to schedule a Second Delivery?

☐ Yes

Date

Time

☐ No

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