



Audi

2017

TT Coupe & Roadster/TTS

Audi Delivery Guidelines

Client _____

Stock No. _____

Delivery Date _____

VIN _____

Delivery Inspection

Ensure Final Vehicle Quality Inspection Is Completed

- ☐ Inspect exterior for damage, dings, dents and surface scratches
- ☐ Verify that vehicle is equipped as specified and that all accessories have been installed
- ☐ Check interior for cleanliness, grease marks and damage
- ☐ Check that floor mats are locked in place

- ☐ Ensure tire pressures are set to “normal Customer load” conditions and calibrate (store) the Tire Pressure Monitoring System (TPMS) prior to Delivery.
- ☐ Repair all defects prior to customer delivery
- ☐ Ensure that customer has requested activation of Audi connect®; activate Audi connect® prior to customer arrival at MyAudiconnect.com. Only if Audi connect “Request to Initiate Services” and Terms & Conditions have been signed. Applies only to vehicles equipped with Audi connect® (USA only)

Customer Priority Topics

1. _____
2. _____
3. _____

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

Priorities

- | | |
|---|---|
| <input type="checkbox"/> Audio System | <input type="checkbox"/> Navigation |
| <input type="checkbox"/> BLUETOOTH mobile phone pairing | <input type="checkbox"/> Seat fitting |
| <input type="checkbox"/> Driver assistance features | <input type="checkbox"/> Set-it and forget-it |
| <input type="checkbox"/> Media device ports | <input type="checkbox"/> Voice controls |

Exterior

- ☐ Advise the customer to use only oil that meets Audi standards
- ☐ Advise the customer that Audi recommends using top-tier detergent gasoline with a minimum octane rating of 91 AKI (95 RON)
- ☐ Spare tire
- ☐ Tool kit with jack

Interior

Driver Controls

- ☐ Instrument cluster, driver information systems, and steering wheel controls.
- ☐ Demonstrate how to operate exterior lights
- ☐ Demonstrate how to operate interior lights
- ☐ Automatic climate control
- ☐ Power outlets

Driver Controls (continued)

- ☐ Glove box
- ☐ Power windows: Power retention until front door is opened, one-touch up/down operation for all windows, pinch protection for all windows
- ☐ Power-adjustable, heated exterior side mirrors with power-folding, & auto dimming
- ☐ Auto-dimming rear view mirror with digital compass
- ☐ Garage door opener (HomeLink®) 3-channel remote transmitter in overhead console
- ☐ Adaptive rear spoiler (deploys at 75 mph, retracts at 50 mph)

Steering

- ☐ Demonstrate the multifunction steering wheel
- ☐ Tilt and telescopic adjustable steering column



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Seating

- ☐ Demonstrate how to adjust the seats
- ☐ Heated front seats (three-step)
- ☐ Neck-level heating (S Sport Seat package on Roadster only)
- ☐ Split folding rear seats (Coupe only)
- ☐ Passthrough w/ removable ski bag (Roadster only)
- ☐ "Passenger Side Airbag Off" light

Owner's Documents

- ☐ Owner's manual, MMI® manual and other manuals as equipped
- ☐ Take the Quick Questions & Answers Guide from the glove box, open it, and demonstrate how to use it with the customer
- ☐ Explain the "text to phone" features for viewing tutorials on a smartphone or at the Audi Technology website: www.auditech-nology.com
- ☐ Tire Warranty Booklet: Explain coverage from tire manufacturer
- ☐ 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
- ☐ Lemon Law Rights Booklet or Lemon Law Notice as required by law
- ☐ Provide Audi Care information
- ☐ Help customer program the 24-hour Roadside Assistance number into their phone: 1-800-411-9988

Infotainment

- ☐ Review the MMI® controls and basic functionality
- ☐ Audi Music Interface
- ☐ Bang & Olufsen® sound system
- ☐ MMI® navigation plus
- ☐ MMI® touch with handwriting-recognition technology
- ☐ SiriusXM® Satellite Radio with 90-day trial subscription (if equipped)
- ☐ HD Radio™ Technology
- ☐ Demonstrate the scanning, tuning, and seek functions, as well as how to save favorites
- ☐ Voice control
- ☐ BLUETOOTH® wireless technology & streaming audio for compatible devices
- ☐ Audi smartphone integration: Apple® CarPlay and Google™ Android Auto integration (if applicable)

Infotainment (continued)

- ☐ Audi connect® with six-month trial subscription
- ☐ Inrix Online® Traffic
- ☐ Explain Wi-Fi® hotspot capabilities
- ☐ Explain the Nav-Data-Update process via the customer's My-Audi account
- ☐ Show how to manually set the clock, daylight savings time and time zone

Orientation Drive**Vehicle Systems**

- ☐ Electromechanical parking brake
- ☐ Tire pressure monitoring system (TPMS)

Suspension

- ☐ Audi magnetic ride (with Dynamic, Comfort and Auto suspension settings)

Driver Assistance

- ☐ Audi advanced key - keyless start, stop and entry
- ☐ Explain the windshield wiper and washer functions
- ☐ Parking system with front and rear acoustic parking sensors
- ☐ Cruise control with coast, resume and accelerate features
- ☐ Audi drive select
- ☐ Audi side assist

Roadster

- ☐ Retractable acoustic soft top (Roadster only)
- ☐ Power operated wind blocker (Roadster only)

Wrap up

End the orientation drive in the service write-up area

- ☐ Tour the service department and introduce the customer to the Service Manager and Service Consultant
- ☐ Set up first service appointment
- ☐ Ask the customer if you can program the service department's phone number into their phone
- ☐ Ask the customer if they would like to have the Audi Technologist phone number added to their phone contacts: 1-855-750-TECH (8324)



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Client**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