



2018

**Pre-Delivery Inspection
Technician Reference Document**

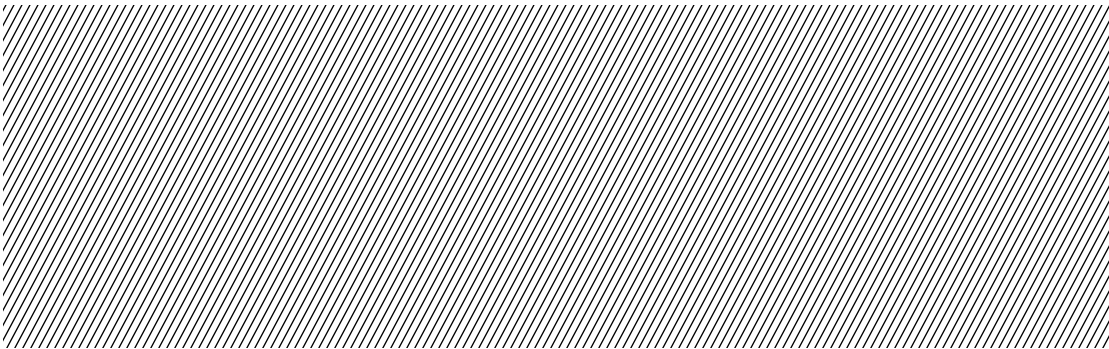




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Technician Reference Document

Technician Reference Document Overview

The Pre-Delivery Inspection Technician Reference Document is designed to be a resource used in hand with the Pre-Delivery Inspection Checklist (PDI). The PDI Checklist has been simplified to make the process more efficient, and in doing so, this document has been created to be used as a reference for checklist items that may have additional information. On the PDI Checklist, you find that certain items have been notated with an asterisk symbol (*), this lets you know that additional information can be found in this Technician Reference Document.

Below you will find a list of each model, with the page numbers to their left. After navigating to the desired page, you will notice each model page is formatted similarly to the PDI Checklists. After each section title is the original checklist item, followed by any additional information specific to that model.

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A4/S4/A4 allroad

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Vehicle Preparation

▶ Deactivate vehicle transport mode

This step must be performed with the ignition on/engine off or the 03 brake module may remain in transport mode. See TSB 2042954 for resolution.

Deactivate vehicle transport mode (via Special functions > PDI service > 19-Transport mode activating/deactivating.)

▶ Set adaption channel to enable CD Ripping (if equipped with NAV)*

Using ODIS, right click the 5F-Information control unit 1, and select "Guided Functions > 5F-Adaptations > Storage of music activating/deactivating (option 2) and when prompted for the Optical drive, choose option 1 for "On"

▶ Set service reminder

via Special functions -> PDI service -> 17-PDI-resetting SRI at PDI, counter reset, etc

▶ Perform any open campaigns

Follow instructions listed in campaign documentation

Exterior

▶ Check all key buttons and features

Check functionality of all keys. Verify vehicle starts and runs with all keys and the start/stop button. Verify all doors and trunk remotely lock/unlock with all keys, including all door handle sensors with Advanced Key (if equipped)

Trunk Inspection

▶ Install wheel bolt cover removal tool from PDI kit into trunk tool kit

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

▶ Set spare tire pressure

See separate "2018 Normal Load Condition Tire Pressure Table" posted on ServiceNet

▶ Check battery clamps for proper torque

Refer to Elsa Pro for specification

Interior

▶ Check operation of windows and locks

Check operation of all switches: Locks, windows, seat adjustment, heated seats (if equipped) and child safety features

▶ Inspect mirrors for proper operation

Inspect folding, adjustments, right side tilt in reverse, heating

▶ Check rear view mirror operation

Check self-dimming function/lighting

Interior (continued)

▶ Verify proper operation of climate control

Ensure proper heating and A/C cooling and open all panel vents for all zones

▶ Inspect operation of all power outlets

Inspect operation of front outlet, aux. outlet under armrest, and rear outlets

▶ Check panoramic sunroof and sunshade operation

Verify open/close/vent/deflector at edge and sunshade operation

Settings

▶ Set Time source setting to "GPS" and set Auto daylight savings time to "on."

Change time zone appropriate to the dealer location

▶ Verify and set language and Measurement Units

This can be changed in the Settings menu by going to Menu > Vehicle > Vehicle settings

▶ Verify Speech dialog system is operating

Press the "Talk" button and verify several commands

▶ Set "Entertain. Fad." in Parking aid to an audible level

Via "Menu->Vehicle->Left Option->Driver Assistance->Parking Aid"

▶ Load Onboard Video Tutorials

Load Onboard Video Tutorials > Turn ignition on > Insert the Onboard DVD into the DVD Drive > Select Menu > Vehicle > Left Option > Vehicle Settings > Owner's manual and with the CD/DVD inserted select "Yes" to start the update > Turn off ignition to start update (the update will take approx. 5 minutes) > Once completed, remove the disk and place back into the case for the next vehicle

▶ Set "Music volume while parking" to 6 lines

Accessed via MMI rear view camera display, Settings > Music volume while parking (applies to vehicles with park assist or rear view camera)

▶ Set dealership location in navigation (if equipped)

Set dealership location for following back to dealership during road test

▶ Turn off Manual Speed Warning (if equipped)

This can be changed in the Driver Assistance settings by going to Menu > Vehicle > Driver Assistance > Speed Warning > Manual->Select Off

Media / Radio / SAT

▶ Verify HD Radio is turned "off"

This can be found in the Radio/Settings Menu



A4/S4/A4 allroad

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Audi connect (USA ONLY) (if equipped)

- ▶ **Verify Audi connect Information Packet is present (if equipped)**
Verify Audi connect Information Packet is present, including Audi brochure, AT&T brochure, AT&T Terms & Conditions (T&C) (if applicable)
- ▶ **Turn on the wireless network (if equipped)**
Ensure the wireless network is turned on (Telephone > Options > Wi-Fi options > Wi-Fi Mode "Hotspot")
- ▶ **Check Wi-Fi hotspot Visibility (if equipped)**
Check Wi-Fi hotspot functionality is enabled and verify the Access point (SSID) is set to "Audi_MMI_XXXX," where XXXX is the last four digits of VIN. via Telephone > Options > Wi-Fi options > Wi-Fi Mode "Hotspot" > Hotspot settings > Access point (SSID)
- ▶ **Enable Google Earth (if equipped)**
Enable Google Earth in the Navigation > Map Settings and verify the white Google logo appears in the bottom right hand corner of the MMI screen

On-Hoist Inspection

- ▶ **Inspect wheel bolts for proper torque**
Use torque wrench to verify
- ▶ **Install wheel bolt covers and center caps as supplied**
Wheel bolt covers and center caps can be found in the PDI kit
- ▶ **Set and store tire pressures for either sold vehicle OR stock inventory vehicle**
If a known "sold" unit, set to appropriate Normal Load Condition. See separate "2018 Normal Load Condition Tire Pressure Table" posted on ServiceNet. If going to stock, set to maximum recommended tire pressures listed on the B-pillar doorjamb, and store tire pressure values in Car/System menu

Driving Performance

- ▶ **Verify engine Start-Stop System functionality**
Verify the velum sticker is on the start/stop button. Remove the start/stop information card from the car kit and place it in the glove box with the owner's manuals. Additional supply can be ordered via the Brand Store on AccessAudi
- ▶ **Verify engine performance and acceleration**
Listen for abnormal noise/vibrations
- ▶ **Test drive vehicle applying brakes several times**
Apply brakes at least 4 times at 20 mph (35 km/h) to clean brake rotors. Check for abnormal noise/vibration/pulsation

Driving Performance (continued)

- ▶ **Calibrate rear view mirror**
Calibrate rear view mirror compass to proper zone and check self-dimming function/lighting (if equipped)

Driver Assistance

- ▶ **Verify operation of parking system (if equipped)**
Verify operation of Audi parking system sensors with rear view camera (if equipped)
- ▶ **Verify all vehicle Head-up display functionality (if equipped)**
Verify the image can be adjusted properly in the viewing area of the windshield. Verify NAV directions, speed, cruise control, and lane assist are all visible in Head-Up Display (as equipped)

Post-Road Test Inspection

- ▶ **Check engine oil level**
Fill oil to the max level when the vehicle is at operating temperature
- ▶ **Perform a battery test**
Perform the A-battery test for new batteries using GFF in ODIS Diagnosis → Special functions → PDI service. 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 Function. The diagnosis log will not be uploaded to GFF paperless)



A5/S5

Technician Reference Document

Vehicle Preparation

- ▶ **Deactivate vehicle transport mode**
Deactivate vehicle transport mode (via Special functions → Service work → 19-Transport mode activating/deactivating)
- ▶ **Set adaption channel to enable CD Ripping (if equipped with NAV)**
Set adaptation channel (via Special functions → Service work → : 5F-Activating/deactivating storage of music). Also referred to as CD Ripping. Perform 3 button reset of the MMI to complete the activation. Refer to the owners manual for model specific button sequence
- ▶ **Set service reminder**
via Special functions → PDI service → 17-PDI-resetting SRI at PDI, counter reset, etc.
- ▶ **Perform any open campaigns**
Follow instructions listed in campaign documentation

Exterior

- ▶ **Check all key buttons and features**
Check functionality of all keys. Verify vehicle starts and runs with all keys and the start/stop button. Verify all doors and trunk remotely lock/unlock with all keys, including all door handle sensors with Advanced Key (if equipped)
- ▶ **Test front washers (and headlight washers if equipped)**
Headlights must be on to test functionality of the headlight washers

Trunk Inspection

- ▶ **Install wheel bolt cover removal tool from PDI kit into trunk tool kit**
Install wheel bolt cover removal tool from PDI kit and wheel lock key (if applicable) into trunk tool kit
- ▶ **Set spare tire pressure**
See separate “2018 Normal Load Condition Tire Pressure Table” posted on ServiceNet
- ▶ **Check battery clamps for proper torque**
Refer to Elsa Pro for specification

Interior

- ▶ **Check operation of window, lock, and seat controls**
Check operation of all switches: Locks, windows, seat adjustment, heated seats (if equipped) and child safety features
- ▶ **Inspect mirrors for proper operation**
Inspect folding, adjustments, right side tilt in reverse, heating (if equipped)

Interior (continued)

- ▶ **Check rear view mirror operation**
Check self-dimming function/lighting (if equipped)
- ▶ **Verify proper operation of climate control**
Ensure proper heating and A/C cooling and open all panel vents
- ▶ **Inspect operation of all power outlets**
Inspect operation of front outlet, aux. outlet under armrest, and rear outlets
- ▶ **Check panoramic sunroof and sunshade operation**
Verify open/close/vent/deflector at edge and sunshade operation

Settings

- ▶ **Set Time source setting to “GPS” and set Auto daylight savings time to “on.”**
Change time zone appropriate to the dealer location
- ▶ **Verify and set language and Measurement Units**
This can be changed in the Setup/Settings menu
- ▶ **Verify speech dialog system is operating**
Press the “Talk” button and verify several commands
- ▶ **Set “Entertain. Fad.” in Parking aid to an audible level**
Via Menu > Vehicle > Driver Assistance > Parking Aid
- ▶ **Load Onboard Video Tutorials**
Load Onboard Video Tutorials> Turn ignition on> Insert the Onboard DVD into the DVD Drive> Select the CAR function button. System will initialize>Select the Owner’s Man. function by selecting the upper right control button> Select “Yes”> Select “CD/DVD”> Select “Start update”> Turn off ignition to start update (the update will take approx. 5 minutes)> Once completed, remove the disk and place back into the case for the next vehicle
- ▶ **Set “Music volume while parking” to 6 lines**
Accessed via MMI rear view camera display, Settings > Music volume while parking (applies to vehicles with park assist or rear view camera)
- ▶ **Set dealership location in navigation (if equipped)**
Set dealership location for following back to dealership during road test
- ▶ **Turn off Manual Speed Warning (if equipped)**
This can be changed in the Driver Assistance settings by going to Menu > Vehicle > Driver Assistance > Speed Warning > Manual->Select Off



A5/S5

Technician Reference Document

Media / Radio / SAT

- ▶ **Verify HD Radio is turned “off”**
This can be found in the Radio/Settings Menu

Audi connect (USA ONLY) (if equipped)

- ▶ **Verify Audi connect Information Packet is present (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)
- ▶ **Turn on the wireless network (if equipped)**
Ensure the wireless network is turned on (TEL function button > Settings Ctrl button > Wi-Fi settings > Wi-Fi active > select “Visible”)
- ▶ **Check Wi-Fi hotspot functionality**
Check Wi-Fi hotspot functionality is enabled and verify the SSID is set to “AUDIXXXXX,” where XXXXX = the last five digits of VIN that are automatically preset in the system
- ▶ **Enable Google Earth (if equipped)**
Enable Google Earth in the navigation settings and verify the white Google Logo appears next to the 2G or 3G symbol

On-Hoist Inspection

- ▶ **Inspect wheel bolts for proper torque**
Use torque wrench to verify
- ▶ **Install wheel bolt covers and center caps as supplied**
Wheel bolt covers and center caps can be found in the PDI kit
- ▶ **Set and store tire pressures for either sold vehicle OR stock inventory vehicle**
If a known “sold” unit, set to appropriate Normal Load Condition. See separate “2018 Normal Load Condition Tire Pressure Table” posted on ServiceNet. If going to stock, set to maximum recommended tire pressures listed on the B-pillar doorjamb, and store tire pressure values in Car/System menu

Driving Performance

- ▶ **Verify engine Start-Stop System functionality**
Verify the velum sticker is on the start/stop button. Remove the start/stop information card from the car kit and place it in the glove box with the owner’s manuals. Additional supply can be ordered via the Brand Store on AccessAudi
- ▶ **Verify engine performance and acceleration**
Listen for abnormal noise/vibrations
- ▶ **Test drive vehicle applying brakes several times**
Apply brakes at least 4 times at 20 mph (35 km/h) to clean brake rotors. Check for abnormal noise/ vibration/pulsation

Driving Performance (continued)

- ▶ **Calibrate rear view mirror**
Calibrate rear view mirror compass to proper zone and check self-dimming function/lighting (if equipped)

Driver Assistance

- ▶ **Verify operation of parking system (if equipped)**
Verify operation of Audi parking system sensors with rear view camera (if equipped)
- ▶ **Verify all vehicle Head-up display functionality (if equipped)**
Verify the image can be adjusted properly in the viewing area of the windshield. Verify NAV directions, speed, cruise control, and lane assist are all visible in Head-Up Display (as equipped)

Convertible Functionality (if equipped)

- ▶ **Test operation of power folding top**
Perform with engine running to conserve battery power

Post-Road Test Inspection

- ▶ **Check engine oil level**
Fill oil to the max level when the vehicle is at operating temperature
- ▶ **Perform a battery test**
Perform the A-battery test for new batteries using GFF in ODIS Diagnosis -> PDI Service. 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 Function. The diagnosis log will not be uploaded to GFF paperless)



Q5/SQ5

Technician Reference Document

Vehicle Preparation

- ▶ **Deactivate vehicle transport mode**
Deactivate vehicle transport mode (via Special functions → Service work → 19-Transport mode activating/deactivating)
- ▶ **Set adaption channel to enable CD Ripping (if equipped with NAV)**
Set adaptation channel (via Special functions → Service work → : 5F-Activating/deactivating storage of music). Also referred to as CD Ripping. Perform 3 button reset of the MMI to complete the activation. Refer to the owners manual for model specific button sequence
- ▶ **Set service reminder**
via Special functions → PDI Service → 17-PDI-resetting SRI at PDI, counter reset, etc
- ▶ **Perform any open campaigns**
Follow instructions listed in campaign documentation

Exterior

- ▶ **Check all key buttons and features**
Check functionality of all keys. Verify vehicle starts and runs with all keys and the start/stop button. Verify all doors and trunk manually and remotely lock/unlock with all keys, including all door handle sensors with Advanced Key (if equipped)
- ▶ **Prepare the base bars for customer delivery (install bars only upon customer request)**
Install the rubber strips to the top of the base carrier bars (do not install the carrier bars on the vehicle unless customer has requested). Repackage the bars into the box if they are not being installed on the vehicle. Retrieve the paper with the torque wrench key code from the base carrier bar box. Insert the paper with the key code into the owner's literature wallet. Record torque wrench key code in the VDF to ensure it's documented in the event the paper with the code is misplaced

Lighting and Windshield

- ▶ **Test front washers (and headlight washers if equipped)**
Headlights must be on to test functionality of the headlight washers

Trunk Inspection

- ▶ **Verify power tailgate is operational and set default opening height**
Adjust the trunk lid opening height to 77.7 inches (197 cm) from the ground to the close button in the rear lid. Press and hold the close button in the rear lid for at least four seconds to program the opening height

Trunk Inspection (continued)

- ▶ **Install wheel bolt cover removal tool from PDI kit into trunk lid toolkit**
Install wheel bolt cover removal tool from PDI kit and wheel lock key (if applicable) into trunk tool kit to the right of the spare tire
- ▶ **Set spare tire pressure**
See separate "2018 Normal Load Condition Tire Pressure Table" posted on ServiceNet
- ▶ **Check battery clamps for proper torque**
Refer to Elsa Pro for specification

Interior

- ▶ **Check operation of window, lock, and seat controls**
Check operation of all switches: Locks, windows, seat adjustment, heated seats (if equipped) and child safety features
- ▶ **Inspect mirrors for proper operation**
Inspect folding, adjustments, right side tilt in reverse, heating (if equipped)
- ▶ **Check rear view mirror operation**
Check self-dimming function/lighting (if equipped)
- ▶ **Verify proper operation of climate control**
Ensure proper heating and A/C cooling and open all panel vents
- ▶ **Inspect operation of all power outlets**
Inspect operation of front outlet, aux. outlet under armrest, and rear outlets
- ▶ **Check panoramic sunroof and sunshade operation**
Verify open/close/vent/deflector at edge and sunshade operation

Settings

- ▶ **Set Time source setting to "GPS" and set Auto daylight savings time to "on."**
Change time zone appropriate to the dealer location
- ▶ **Verify and set language and Measurement Units**
This can be changed in the Setup/Settings menu
- ▶ **Verify speech dialog system is operating**
Press the "Talk" button and verify several commands
- ▶ **Set "Entertain. Fad." in Parking aid to an audible level**
Via Menu > Vehicle > Driver Assistance > Parking Aid



Q5/SQ5

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Settings (continued)

► Load Onboard Video Tutorials

Load Onboard Video Tutorials> Turn ignition on> Insert the Onboard DVD into the DVD Drive> Select the CAR function button. System will initialize>Select the Owner's Man. function by selecting the upper right control button> Select "Yes"> Select "CD/DVD"> Select "Start update"> Turn off ignition to start update (the update will take approx. 5 minutes)> Once completed, remove the disk and place back into the case for the next vehicle

► Set "Music volume while parking" to 6 lines

Accessed via MMI rear view camera display, Settings > Music volume while parking (applies to vehicles with park assist or rear view camera)

► Set dealership location in navigation (if equipped)

Set dealership location for following back to dealership during road test

► Turn off Manual Speed Warning (if equipped)

This can be changed in the Driver Assistance settings by going to Menu > Vehicle > Driver Assistance > Speed Warning > Manual->Select Off

Media / Radio / SAT

► Verify HD Radio is turned "off"

This can be found in the Radio/Settings Menu

Audi connect (USA ONLY) (if equipped)

► Verify Audi connect Information Packet is present

Verify Audi connect Information Packet is present including Audi brochure, T-Mobile brochure, customer SIM card, T-Mobile Terms & Conditions (T&C)(if applicable)

► Turn on the wireless network

Ensure the wireless network is turned on (TEL function button > Settings Ctrl button > Wi-Fi settings > Wi-Fi active > select "Visible")

► Check Wi-Fi hotspot functionality

Check Wi-Fi hotspot functionality is enabled and verify the SSID is set to "AUDIXXXXX," where XXXXX = the last five digits of VIN that are automatically preset in the system

► Enable Google Earth (if equipped)

Enable Google Earth in the navigation settings and verify the white Google Logo appears next to the 2G or 3G symbol

On-Hoist Inspection

► Inspect wheel bolts for proper torque

Use torque wrench to verify

On-Hoist Inspection (continued)

► Install wheel bolt covers and center caps as supplied

Wheel bolt covers and center caps can be found in the PDI kit

► Set and store tire pressures for either sold vehicle OR stock inventory vehicle (See separate "2018 Normal Load Condition Tire Pressure Table" posted on ServiceNet)

If a known "sold" unit, set to appropriate Normal Load Condition. See separate "2018 Normal Load Condition Tire Pressure Table" posted on ServiceNet. If going to stock, set to maximum recommended tire pressures listed on the B-pillar doorjamb, and store tire pressure values in Car/System menu

Driving Performance

► Verify engine Start-Stop System functionality

Verify the velum sticker is on the start/stop button. Remove the start/stop information card from the car kit and place it in the glove box with the owner's manuals. Additional supply can be ordered via the Brand Store on AccessAudi

► Verify engine performance and acceleration

Listen for abnormal noise/vibrations

► Test drive vehicle applying brakes several times

Apply brakes at least 4 times at 20 mph (35 km/h) to clean brake rotors. Check for abnormal noise/ vibration/pulsation

► Calibrate rear view mirror

Calibrate rear view mirror compass to proper zone and check self-dimming function/lighting (if equipped)

Driver Assistance

► Verify operation of parking system (if equipped)

Verify operation of Audi parking system sensors with rear view camera (if equipped)

► Verify all vehicle Head-up display functionality (if equipped)

Verify the image can be adjusted properly in the viewing area of the windshield. Verify NAV directions, speed, cruise control, and lane assist are all visible in Head-Up Display (as equipped)

Post-Road Test Inspection

► Check engine oil level

Fill oil to the max level when the vehicle is at operating temperature

**Q5/SQ5****Technician Reference Document**

Post-Road Test Inspection (continued)**► Perform a battery test**

Perform the A-battery test for new batteries using GFF in ODIS Diagnosis -> PDI Service. 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 Function. The diagnosis log will not be uploaded to GFF paperless)