

2020

R8 Coupe/R8 Spyder

Audi Delivery Guidelines

Client	Stock No.	Delivery Date
	VIN	

Delivery Inspection

Ensure that 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)
- ☐ Verify the Audi Phone Box Customer Registration form is present in the glovebox

Customer Priority Topics

1. _____
2. _____
3. _____

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

Priorities

- | | |
|--|--|
| <ul style="list-style-type: none"> ☐ Voice Recognition ☐ Navigation System ☐ BLUETOOTH® mobile phone pairing ☐ Audio System (with smart phone integration) | <ul style="list-style-type: none"> ☐ Door Locks/Keyless Entry ☐ Trunk/Hatch/Tailgate - Hard to Open/Close ☐ Tire Pressure Monitoring System - Indicators ☐ Cruise Control System |
|--|--|

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)

Interior

Driver Controls

- ☐ Adaptive rear spoiler (V10 coupe only: deploys at 75 mph, retracts at 50 mph)
- ☐ Instrument cluster, driver information systems, and steering wheel controls
- ☐ Audi virtual cockpit
- ☐ Demonstrate how to operate exterior lights
- ☐ Demonstrate how to operate interior lights
- ☐ Ambient LED interior lighting settings

Driver Controls (continued)

- ☐ Automatic climate control
- ☐ Power outlets
- ☐ 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 interior rear view mirror with digital compass
- ☐ Garage door opener (HomeLink®) 3-channel remote transmitter in overhead console
- ☐ Tool kit tire mobility system (without spare tire)

Steering

- ☐ Demonstrate the multifunction steering wheel

Client**Steering (continued)**

- ☐ Tilt and telescopic manually adjustable steering column
- ☐ Steering wheel mounted shift paddles

Seating

- ☐ Demonstrate how to adjust the seats
- ☐ Heated front seats (three-step)
- ☐ "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
- ☐ Provide Audi Phone Box Customer Registration Notice

Infotainment

- ☐ Review the MMI® controls and basic functionality
- ☐ Bang & Olufsen® sound system (V10), Audi sound system (V10 performance with Bang & Olufsen® option)
- ☐ Audi music interface
- ☐ MMI® Navigation plus
- ☐ MMI® touch with handwriting-recognition technology
- ☐ SD card slot
- ☐ SiriusXM® Satellite Radio with 90-day trial subscription
- ☐ HD Radio™ Technology
- ☐ Demonstrate the scanning, tuning, and seek functions, as well as how to save favorites

Infotainment (continued)

- ☐ Voice control
- ☐ BLUETOOTH® wireless technology & streaming audio for compatible devices
- ☐ Embedded safety belt microphones (for voice control and BLUETOOTH® hands-free voice clarity)
- ☐ Audi smartphone interface: Apple® CarPlay and Google™ Android Auto integration
- ☐ Audi connect® with six-month trial subscription
- ☐ Explain Wi-Fi® hotspot capabilities with 4G LTE connectivity
- ☐ 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
- ☐ Review Audi Phone Box Customer Form and ensure Serial Number is listed

Orientation Drive**Vehicle Systems**

- ☐ Electromechanical parking brake
- ☐ Cylinder on demand™ engine efficiency technology
- ☐ Tire pressure monitoring system (TPMS)

Suspension

- ☐ Audi magnetic ride (with Dynamic, Comfort and Auto suspension settings) (not applicable to Performance model)

Driver Assistance

- ☐ Audi advanced key - keyless start, stop and entry
- ☐ Explain the windshield wiper and washer functions
- ☐ Parking system plus with rear view camera (front and rear acoustic sensors)
- ☐ Audi drive select
- ☐ Performance mode button (Performance models only)

Convertible Top (Spyder only)

- ☐ Demonstrate how to open/close power top (top can only be operated up to 31 mph)
- ☐ Mention power top should be only operated with engine running to conserve battery power
- ☐ Demonstrate operation of wind deflector.
Mention more effective with windows in the up position
- ☐ Demonstrate retractable rear window



Client

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)

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 New Vehicle 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