

2020 A6/S6/A6 allroad

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
- ☐ Complete myAudi registration, Audi connect trial activation, and key user verification prior to customer arrival. Ensure customer has agreed to Audi connect Terms & Conditions and has set the 4-digit S-PIN in the myAudi smartphone app.
- ☐ Complete the Key User Pairing in the vehicle (if equipped)
- ☐ Provide completed Audi phone box registration form to customer (if equipped)

Customer Priority Topics

1. _____
2. _____
3. _____

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

Priority Delivery Topics

- | | |
|--|--|
| <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 that matches vehicle requirements
- ☐ Review new exterior/interior electric door handle concept

Interior

Driver Controls

- ☐ Instrument cluster, driver information systems, and steering wheel controls
- ☐ Demonstrate how to operate exterior lights
- ☐ Demonstrate how to operate interior lights
- ☐ Ambient LED interior lighting settings (if equipped)
- ☐ Automatic climate control

Driver Controls (continued)

- ☐ Power outlets
- ☐ Glove box
- ☐ Valet button in glovebox
- ☐ 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 powerfold-ing (optional), & auto-dimming
- ☐ Manual rear-side window sunshades (if equipped)
- ☐ Power rear window sunshades (if equipped)
- ☐ Sunroof with sunshade, power tilt and slide features
- ☐ Auto-dimming interior rear view mirror with digital compass
- ☐ Garage door opener (HomeLink®) in lower MMI touch screen

Client

Driver Controls (continued)

- ☐ Electric rear window defogger w/automatic timed shut off feature
- ☐ Power trunk open & close (if equipped). Otherwise, it's an interior trunk release only
- ☐ Power soft closing doors (if equipped)
- ☐ Spare tire (if equipped)
- ☐ Tool kit with jack
- ☐ Tire mobility system (without spare) (if equipped)

Steering

- ☐ Demonstrate the multifunction steering wheel
- ☐ Tilt and telescopic adjustable steering column
- ☐ Steering wheel mounted shift paddles
- ☐ Heated steering wheel (if equipped)

Seating

- ☐ Demonstrate how to adjust the seats
- ☐ Heated front seats (three-step) (if equipped)
- ☐ Heated rear seats (three-step) (if equipped)
- ☐ Split folding rear seats
- ☐ Ventilated front seats (three-step) (if equipped)
- ☐ "Passenger Side Airbag Off" light
- ☐ LATCH childseat-mounting points
- ☐ Spare tire access and cargo floor
- ☐ Massage seat functions (if equipped)

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

Owner's Documents (continued)

- ☐ 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, including customization options
- ☐ Audi sound system
- ☐ Bang & Olufsen® sound system or Bang & Olufsen® Advanced sound system (if equipped)
- ☐ MMI® Navigation plus
- ☐ MMI® touch with handwriting-recognition technology
- ☐ CD/DVD
- ☐ 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
- ☐ Voice control (customer has to accept EULA for online recognizer)
- ☐ BLUETOOTH® wireless technology & streaming audio for compatible devices
- ☐ Audi smartphone interface: Apple® CarPlay and Google™ Android Auto integration
- ☐ Audi connect® with six-month trial subscription
- ☐ Explain Audi connect® CARE features (assistance and security systems available without subscription for a limited time)
- ☐ Wi-Fi® hotspot capabilities and 4G LTE connectivity
- ☐ Explain the Nav-Data-Update process via over the air updates and notifications
- ☐ 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**

- ☐ Idle start/stop efficiency system
- ☐ Electromechanical parking brake
- ☐ Tire pressure monitoring system (TPMS)

Suspension

- ☐ Adaptive air suspension (if equipped)



Client _____

Driver Assistance

- ☐ Audi advanced key - keyless start, stop and entry (if equipped)
- ☐ Explain the windshield wiper and washer functions
- ☐ Parking system plus with 3D top view camera system (360° view, four cameras, front and rear acoustic sensors) (if equipped)
- ☐ Parking system plus with rear view camera (front and rear acoustic sensors)
- ☐ Cruise control with coast, resume and accelerate features
- ☐ Adaptive cruise control with stop & go and traffic jam assist (if equipped), which includes the following:
 - ☐ Adaptive Cruise Assist
 - ☐ Turn Assist
 - ☐ Intersection Assistant
 - ☐ Traffic Jam Assist
 - ☐ Predictive Efficiency Assist
 - ☐ Active lane assist with emergency assistant
 - ☐ Traffic sign recognition
- ☐ Audi pre sense® basic & city
- ☐ Audi pre sense® 360° (includes pre sense® side)

Driver Assistance (continued)

- ☐ Audi drive select
- ☐ Audi side assist with Audi pre sense® rear: Rear Cross Traffic Alert & Vehicle Exit Warning (if equipped)
- ☐ High-beam assistant (if equipped)
- ☐ Head-up display with navigation and assistance systems information (if equipped)
- ☐ Night vision assistant with pedestrian and large animal detection (if equipped)

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 Orientation?

- ☐ 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