

**2020  
Q5/SQ5****Audi Delivery Guidelines**

Client \_\_\_\_\_

Stock No. \_\_\_\_\_

Delivery Date \_\_\_\_\_

VIN \_\_\_\_\_

**Delivery Inspection**

Ensure that final vehicle quality inspection is completed

- |  |  |
|--|--|
| <input type="checkbox"/> Inspect exterior for damage, dings, dents and surface scratches   | <input type="checkbox"/> Repair all defects prior to customer delivery   |
| <input type="checkbox"/> Verify that vehicle is equipped as specified and that all accessories have been installed   | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Check interior for cleanliness, grease marks and damage   | <input type="checkbox"/> Complete the Key User Pairing in the vehicle (if equipped)  |
| <input type="checkbox"/> Check that floor mats are locked in place   | <input type="checkbox"/> Provide completed Audi phone box registration form to customer (if equipped)  |
| <input type="checkbox"/> Ensure tire pressures are set to "normal customer load" conditions and calibrate (store) the Tire Pressure Monitoring System (TPMS) prior to delivery |  |

**Customer Priority Topics**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Priority Delivery Topics**

- |  |   |
|--|---|
| <input type="checkbox"/> Voice Recognition                           | <input type="checkbox"/> Door Locks/Keyless Entry                     |
| <input type="checkbox"/> Navigation System                           | <input type="checkbox"/> Trunk/Hatch/Tailgate - Hard to Open/Close    |
| <input type="checkbox"/> BLUETOOTH® mobile phone pairing             | <input type="checkbox"/> Tire Pressure Monitoring System - Indicators |
| <input type="checkbox"/> Audio System (with smart phone integration) | <input type="checkbox"/> Cruise Control System                        |

**Exterior**

- ☐ Advise the customer to use only oil that meets Audi standards
- ☐ Trailer hitch with 4,400 lb towing capacity with trailer brakes (1,650 lb towing capacity without trailer brakes) and vehicle is prewired for brake controller installation (440 lb tongue capacity)

**Interior****Driver Controls**

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

**Driver Controls (continued)**

- ☐ Automatic climate control
- ☐ Power outlets
- ☐ Glove box
- ☐ Comfort front armrest
- ☐ 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, and auto dimming
- ☐ Manual rear-side window sunshades (if equipped)
- ☐ Panoramic sunroof with tilt, slide and power sunshade features (if equipped)
- ☐ Auto-dimming interior rear view mirror with digital compass

Client \_\_\_\_\_

**Driver Controls (continued)**

- ☐ Garage door opener (HomeLink®) 3-channel remote transmitter in overhead console (if equipped)
- ☐ Electric rear window defogger w/automatic timed shut off feature
- ☐ Power tailgate open and close
- ☐ Power tailgate with programmable opening-height adjustment
- ☐ Spare tire
- ☐ Tool kit with jack

**Steering**

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

**Seating**

- ☐ Demonstrate how to adjust the seats
- ☐ Driver and front passenger comfort head rests
- ☐ Heated front seats (three-step) (if equipped)
- ☐ Heated rear seats (three-step) (if equipped)
- ☐ Ventilated front seats (three-step) (if equipped)
- ☐ Split folding rear seats
- ☐ "Passenger Side Airbag Off" light
- ☐ LATCH childseat-mounting points
- ☐ Removable cargo floor for access to spare

**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](http://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
- ☐ Audi sound system (if equipped)
- ☐ Bang & Olufsen® sound system (if equipped)
- ☐ MMI® Navigation plus (if equipped)
- ☐ MMI® touch with handwriting-recognition technology (if equipped)
- ☐ CD/DVD/SD slots
- ☐ 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
- ☐ 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 the customer's MyAudi 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**

- ☐ Idle start/stop efficiency system
- ☐ Electromechanical parking brake
- ☐ Tire pressure monitoring system (TPMS)
- ☐ Review Hybrid power system features & settings (TFSI e only)

**Suspension**

- ☐ Adaptive 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 rear view camera (front and rear acoustic sensors)
- ☐ Parking system plus with top view camera system (360° view, four cameras, four front and rear acoustic sensors) (if equipped)
- ☐ Cruise control with coast, resume and accelerate features
- ☐ Adaptive cruise control with stop & go and traffic jam assist (if equipped)
- ☐ Audi pre sense® basic
- ☐ Audi pre sense® city: Pedestrian and vehicle collision warning and braking initiation
- ☐ Audi active lane assist (if equipped)
- ☐ Audi drive select
- ☐ Audi side assist with Audi pre sense® rear: Rear Cross Traffic Alert & Vehicle Exit Assist (if equipped)
- ☐ High-beam assist
- ☐ Collision avoidance assist (if equipped)
- ☐ Turn assist (if equipped)
- ☐ Head-up display with navigation and assistance systems information (if equipped)
- ☐ Traffic sign recognition (includes vehicle speed warning and sign recognition)(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?**

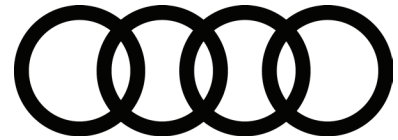
- ☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_  
Date Time

**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



---

## Audi Phone Box-Equipped Vehicles

Operation of the Audi Phone Box is subject to the following requirements of the Federal Communications Commission:

This is a CONSUMER device.

BEFORE USE, you MUST REGISTER THIS DEVICE with your wireless provider and have your provider's consent. Most wireless providers consent to the use of signal boosters. Some providers may not consent to the use of this device on their network. If you are unsure, contact your service provider.

You MUST operate this device with approved antennas and cables as specified by the manufacturer. Antennas MUST be installed at least 20 cm (8 inches) from any person.

You MUST cease operating this device immediately if requested by the FCC or a licensed wireless service provider.

WARNING. E911 location information may not be provided or may be inaccurate for calls served by using this device.

Make # \_\_\_\_\_ FKW \_\_\_\_\_

Model # \_\_\_\_\_ 4M0 035 456 A \_\_\_\_\_

Serial # \_\_\_\_\_

FCC ID \_\_\_\_\_ RK7MBC-NAR \_\_\_\_\_