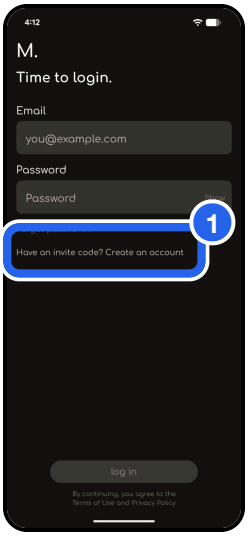
1 Check your kit



- iPhone, already set up by Colby
- Head strap with the phone clip
- Battery pack
- Lightning charging cable

Phone passcode: **222222** (the number 2, six times).

2 Make your Minute Data account

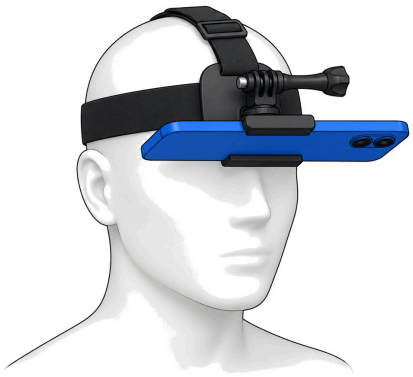


- Unlock the phone (222222), join Wi-Fi and open **Minute Data**.
- **1** On **Time to login**, tap **Have an invite code? Create an account**.
- Use **your own personal email** (Gmail, Yahoo, iCloud). Never a work email.
- Type the code Minute Data emails you, then the invite code below.
- Tap **Allow** for camera, motion and notifications.

Your company's invite code:

Every 2 weeks the app emails you a new code. Type it in.

3 Put the phone on the strap



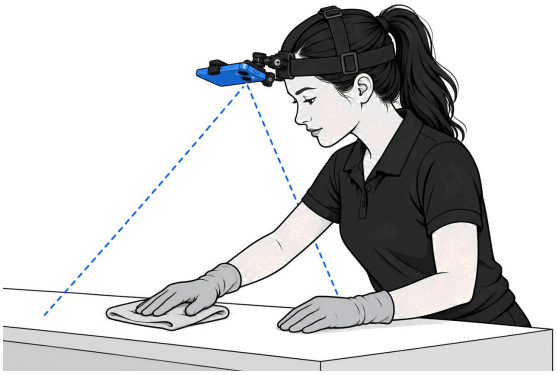
- Wipe the camera lenses.
- Open the clip's jaws and set the phone in **sideways**, screen up and cameras facing **down**.
- Center it. The jaws must not cover the cameras or press the buttons.
- Tug gently. It should not slide.

4 Battery and strap



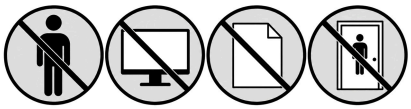
- Connect the battery pack with the Lightning cable.
- Put the pack in a pocket. Run the cable behind your ear.
- Wear the strap like a headband. The mount sits at the top of your forehead.
- Pull it snug. Shake your head and bend over. If it slides, tighten more.

5 Aim at your hands



- Stand the way you work, hands out in front.
- The phone sticks straight out from your forehead, like the brim of a cap.
- Tip the front edge down until both hands are in the middle of the picture. Tighten the long side screw.
- A phone on the chest is not accepted.
- Record 10 seconds and watch it. Hands cut off: tip down. Only the floor: tip up. Dark: turn on the lights.

6 Get paid for your videos

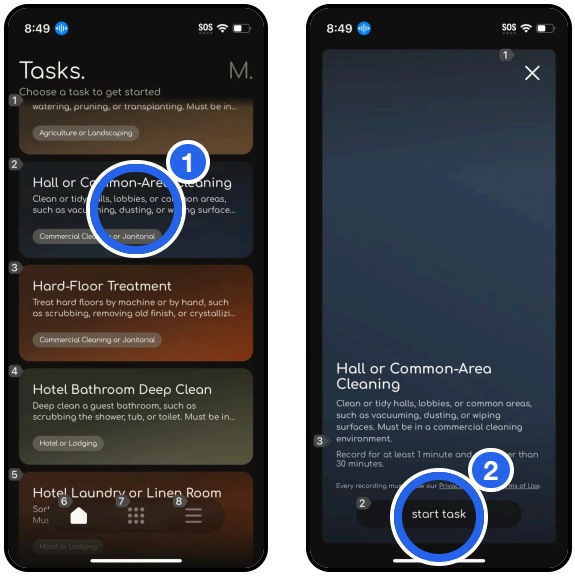


- Keep out of the picture: other people, screens, papers on desks, restrooms with anyone inside.
- Not paid: hands out of the picture, dark or blurry video, sitting still, pretend work.
- After your shift, connect to Wi-Fi and upload. Keep the app open until it finishes. Colby checks each video within 24 to 48 hours.

Before every shift:

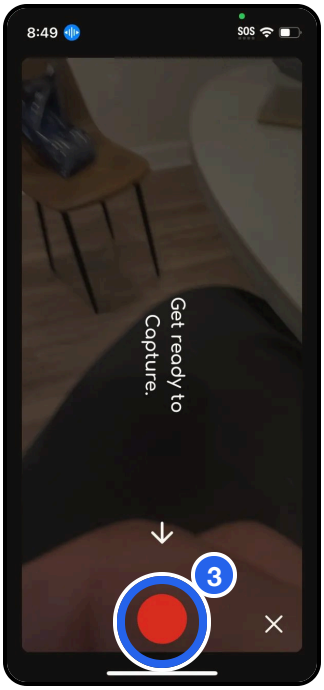
- ☐ Phone charged
- ☐ Battery pack charged
- ☐ Lens clean
- ☐ Strap snug
- ☐ Room lights on
- ☐ Hands in the picture

7 On the phone: start a recording



- **1** Open Minute Data. On **Tasks**, tap your job, like **Hall or Common-Area Cleaning**. Cleaning jobs are marked Commercial Cleaning or Janitorial.
- **2** Tap **start task**.

8 On the phone: record and stop



- **3** The camera opens. Tap the red button to start recording, then do the job.
- Tap the red button again to stop.
- One video per job, 1 to 30 minutes.

Long job? **Stop before 30 minutes and start a new video of the same task.**