1. Print out all physical documents from resources page

* This should include the Employee ID Cards, documents from each employee’s desk, and Hints on how to proceed through the escape room

1. Format Physical Documents.

* For example the ID cards need to be cut out, feel free to cut or format other physical documents however you see fit.

1. Separate the clues , Hints, and ID cards either with paperclips or folders, etc
2. Once all physical documents have been gathered, find the Play tab and click it
3. When you are ready to begin the challenge, hit the big red button. A timer and progress bar will pop up!

# Good Luck!