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Introduction

Congratulations, _____, on successfully passing your job interview and earning a job at COEUS, one of the world's largest and most successful technology companies! You can feel proud of yourself in the knowledge that COEUS only hires the most experienced and skilled workers in the industry – by making it here, you've proven yourself to be one of them!

Naturally, with a new job comes a lot of questions and expectations, so we've provided you with this handbook to assist with your orientation and transitioning to an employee of COEUS. While your manager will be able to answer any questions you have about your duties, role, or workload, we hope that this book will be able to save you time and confusion by giving an overview of what you can expect as an employee of COEUS.

Of course, if there's something that this book doesn't make clear or doesn't cover, there's another option that's always available to you – Prometheus! No, we're not expecting you to invoke an ancient titan for knowledge (although Prometheus does mean *forethought*, so who knows what that might get you?) – we're talking about Prometheus, COEUS' very own artificial intelligence! Once you've been given your computer, you'll be able to talk to Prometheus at any time through our messaging program¹. Prometheus has mostly been developed in-house at COEUS, and is so advanced that you'll swear you're talking to another human! Talk to Prometheus whenever you're unsure about anything, and be sure to integrate him with anything you need – he has a wide range of abilities and functionality, and all who have used him have been greatly impressed by how much easier he's made their work!

Employees are not to modify Prometheus or install any plugins without prior approval from their manager.

Finally, while this will have already been said to you during your interviews, some new employees don't always recognise the gravity of the work done at COEUS, and thus it bears repeating: at COEUS, we regularly deal with sensitive work and cutting-edge technology. Remember to **always** follow these rules:

- **Do not discuss your project with anyone outside your team, even if they are a fellow COEUS employee.**
- **Outsiders are not to be let into COEUS beyond the marked areas without express permission from your manager. If you see someone in an area and don't think they should be there, report it immediately.**
- **Always ensure that you lock doors and secure passwords, and that the latter aren't left lying around.**

We're very excited and happy to have you here, and look forwards to working with you!



¹ At time of writing, COEUS is in the process of switching to a new messaging system. Please talk to your manager to ensure that your computer is using the correct system, and we apologise in advance for any issues that may occur during this initial transition period.

Main Menu

Many new employees have stated that they often felt overwhelmed during their first few days of work at COEUS, which is something that we'd like to avoid! To assist in recognising the options you have, we recommend visualising a menu of sorts, which lists the different options you have when you start on your first day. Here's an example of one:



The different options available to you in this case would be:

Load

Imagine that you've already spent some time in COEUS, and that you'll be resuming from where you last left off. This may make you feel much more comfortable and relaxed. Of course, you need to have some experience to really make the most out of this option.

Start

Start your very first day of work. Everything will be new to you, and you'll be learning things as you go.

Manual

Have a look at this very manual. You might need a reminder of how something works, or you might just feel like reading a bit about the company.

Extras

Consider the benefits that working at COEUS will get you – the different achievements that you can make in your career, or a mental gallery of the notable and iconic moments that happen to you within our walls.

Preferences

Are there things that you'd like to adjust about your workspace, such as the volume levels? This is where you'd be able to change them. Options available could be:

Text Speed

Wouldn't it be great if you could choose how fast your coworkers spoke to you? To the left slows down the speed, to the right speeds it up.

Auto-Forward Time

If everyone pauses a lot less once they've finished a sentence or two, they can get back to work faster! To the left decreases the pause time, to the right increases it.

Music Volume

It can be difficult to work when the music around you is too loud – moving the bar lower will decrease the music volume, moving it upwards will increase it. The button below the bar will mute the music if clicked on.

Effects Volume

How loud things like radio crackling or gunshots sound. Like the Music Volume option, moving the bar downwards will decrease this, while moving it upwards will increase it. The button below the bar will mute the effects if clicked on.

Voice Volume

The volume of people's voices – sometimes, people speak too loudly, or conversely, they mumble too much and are difficult to hear! Move the bar upwards to increase the voice volume, or downwards to decrease it. The button below the bar will mute voices if clicked on.

A sample effect and voice also helps you to identify their relative volumes, and a Mute All option silences all sound.

Display

Whether things are displayed windowed, or in fullscreen.

Font

The font used to display text at your computer. Renner is a more thematic font, while Atkinson Hyperlegible is designed for people who have dyslexia and similar conditions.

Combat

This information is classified and unavailable to employees of your level.

About

Maybe before you start working you want to look up the details of COEUS and who put all of the effort into the company. We love employees who want to do this!

Quit

If this is something that you're considering on your first day at the company, then you're the one with problems, not us.

Dialogue

Here at COEUS, we believe strongly in communication – talking to your team about any problems you have, and stopping to listen to theirs in turn, is what’s always made us such an amazing company. As such, you'll need to be talking to people quite frequently throughout the day, using either LEFT CLICK or SPACEBAR to advance dialogue. When talking to them, here are a few things to consider:



1.

While talking to somebody, you might need to take a break, to mentally pause your thoughts. You can do so by clicking a (metaphorical) button that could look like this. See the Pause Menu section for the options you should consider when doing this.

2.

It never hurts to take notes as you talk, so that you can remember things well after the conversation is over. Notes will be automatically taken as you talk, but you can also make your own notes if necessary.

3.

Sometimes your co-workers might speak a bit too fast, or you’ve forgotten something that they said, and need the information they’ve given you. Checking your history log will allow you to go over what’s been previously said – although only up to a point.

4.

While we value communication at COEUS, we also recognise that sometimes people will tell you something that you’ve heard before, and you don’t want to listen to it all again. It can be nice in these cases to simply zone out – before you know it, the conversation will be over as though you’ve fast-forwarded through it.

5.

Alternatively, sometimes you’re engaged in a conversation, but are finding it difficult to respond in a timely manner to the other person. By mentally preparing yourself, you can automatically respond

and go through the conversation without having to manually respond. If you find this doesn't work for you, you can always stop doing so using the same control, which might now metaphorically be more like a pause button.

Gameplay

Now that you've considered how you'll start your first day at COEUS, let's look at what you'll do from day-to-day. While your exact duties will vary depending upon what exactly you've been hired for and what your current project is, it's possible that at times you won't know what exactly you need to do next, or you may be feeling overwhelmed by the work available to you. Just like before, we'll abstract this into a list of what's likely to be available to you to help you decide. Let's look at an example of this on the next page.



Here's an example of what your office might look like – seems pretty fun, doesn't it? In this case, let's look at what you might want to do during the day.

1. All of the options available to you when talking to people are also available to you during the working day – don't be afraid to explore all of them!
2. Nothing to be alarmed about – COEUS has cameras set up in almost every room for your safety! A lot of the time you probably won't even notice them, which is exactly the way that it should be. If you think that a camera isn't working, please report it to your manager immediately.

3.

Here's the real meat of your options – as long as you consider these four options at all times, you should never feel stuck in your work or too overwhelmed!



Remember that you can always talk to a co-worker who's in the room with you about whatever's on your mind – hopefully that's work-related! More importantly, don't forget that you can talk to a co-worker multiple times, and that coming back to them later in the day might give them different things to comment on.



If you're in a room with your computer (**and only ever your computer**), you can always open it up and do some work on it. The actions you can undertake at a computer are described later in this handbook.

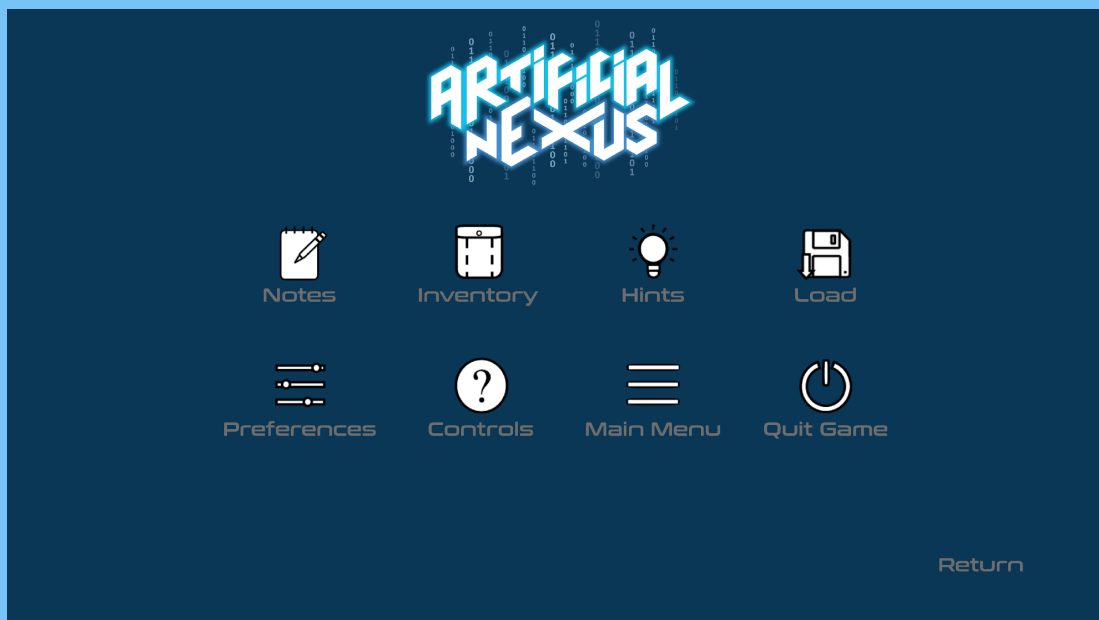


Sometimes we all just need to take a few moments to stop and take in our surroundings. Looking around will let you focus your gaze on different things in the room and examine them. Examining something will often tell you something new about an item, and it might even help you in your work! Items that you've already examined will have a slightly different display when you focus on them. You can also look at your surroundings by pressing the L key.



COEUS encourages you to get up once every hour and walk around for a bit, so that you stay healthy and can see that everybody else is working to the standards we want! Once you've decided to walk somewhere, you'll of course need to choose which door in your current room you're walking through. You can also move around by pressing the M key.

Pause Menu



Sometimes the options you need are a bit more abstract – this is where the pause menu comes in. To help you visualise these options, you might want to associate a simple action with it, such as clicking an icon in the top-left section of your eyesight, or right-clicking your mouse button. An example of what your mental pause menu might look like can be seen above.

Notes

Writing down notes will be helpful in your work at COEUS, letting you remember things long after you've first been told them. You might want to consider separating your notes into different sections depending upon the topic. Sometimes you might also find that you've written down a note without consciously thinking about it – we love it when our employees work without realising that they've done so! If you need to make a note quickly, you can mentally press the N key to open up your Notes immediately. If you find that you have a note that you don't need any more, you can click on it in order to scribble it out and mark it as unimportant (or vice versa, if you've realised that a note *is* important).

Inventory

As much as we'd like to, COEUS can't provide its employees with absolutely *every* little thing they ask for – we'd go bankrupt if we provided things like laptops or peripheral devices to everybody! As such, you'll need to carry your own things around at times. If you're doing so, don't forget to check what exactly you have on you from time to time so as to not forget!

Hints

Since you've found yourself working at COEUS, we already know that you're one of the best of the best – you don't need help, you *make* help! But if you'd like to imagine what it would be like to be somebody working at a smaller, less influential company, you could do a lot worse than to imagine what it must be like to need assistance with your daily tasks, one prompt at a time.

Load

Sometimes things aren't going the way you want them to, and that's okay. If that happens to you, you can always think about how you would have done things differently, and how you wish things were. Often it'll help you realise any mistakes you've made in your current work, and it will be as if those different things really did happen!

Preferences

See the Main Menu – Preferences section.

Controls

Maybe you've forgotten how to use something, or what your available options are. Mentally run down how you control yourself in the world, and you'll remember in no time.

Main Menu

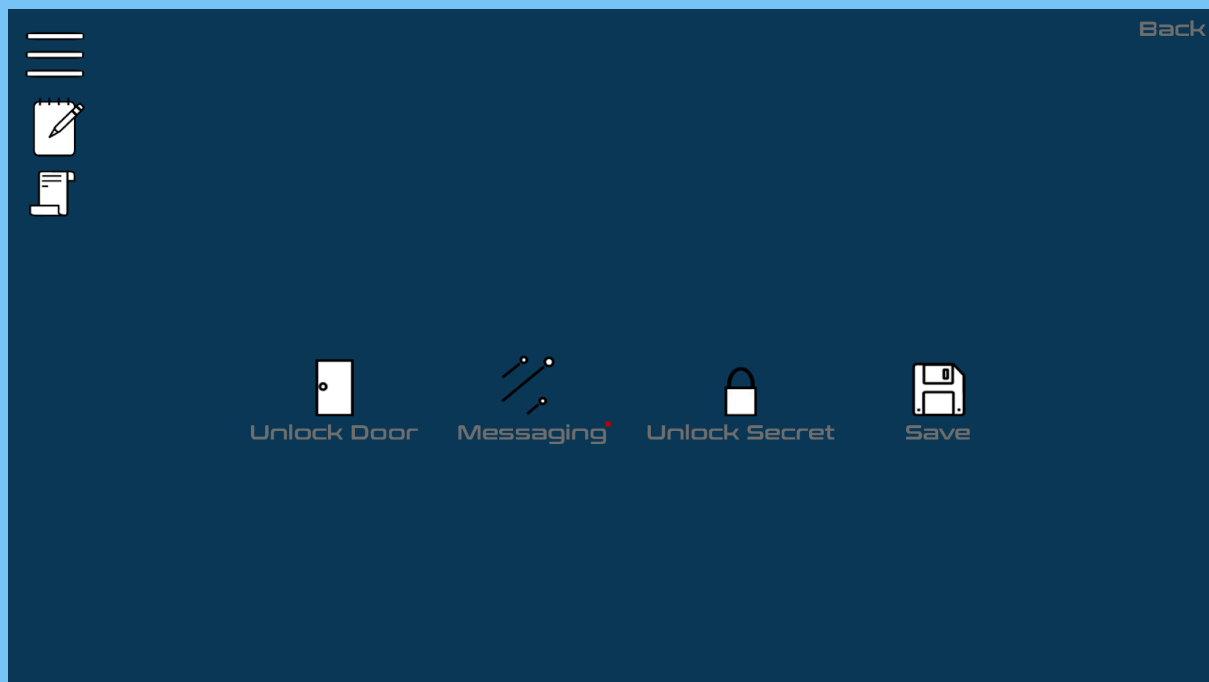
If you need to take a step back from things and go back to the start, that's okay – it's necessary sometimes.

Quit Game

As an employee of COEUS, you are required to give at least 30 days' notice before selecting this option. It is generally expected that you should prepare for an exit interview, so as to explain your reasoning and give feedback to COEUS on what we can improve.

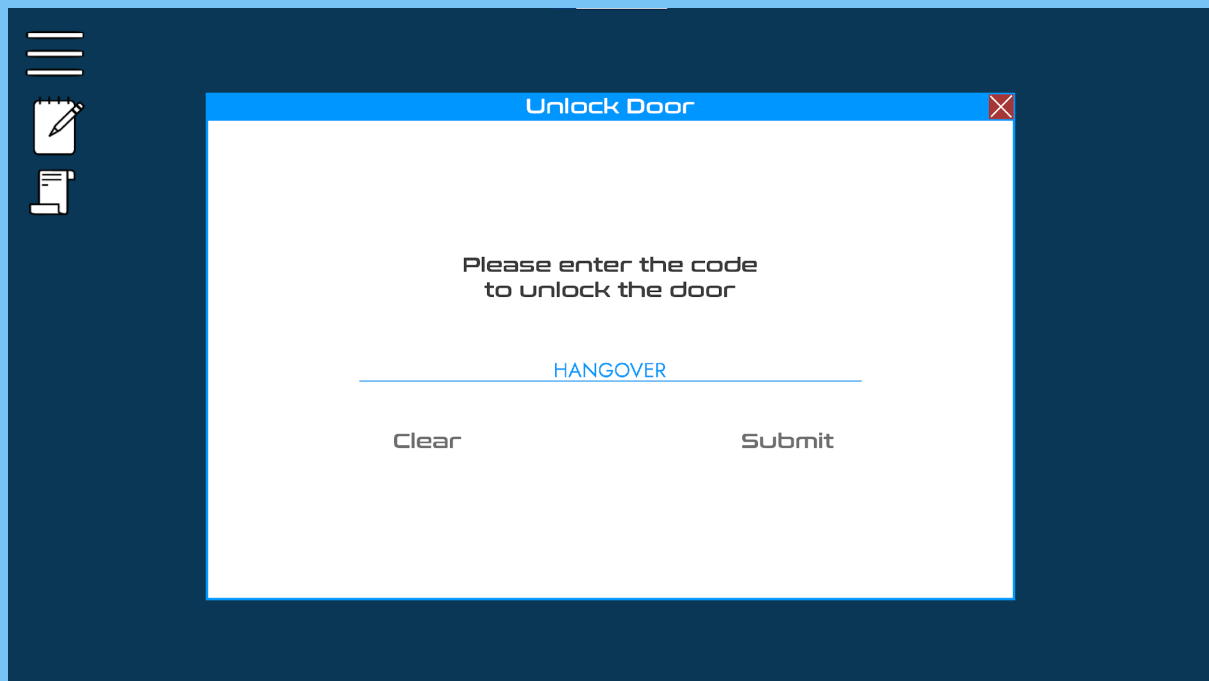
Computers

At COEUS, every employee's needs are different, so every computer is different! Hopefully you'll already know how to use the programs installed on yours, but if you don't, here's a quick rundown of how most of them work. To open a program, simply click on its icon or name.



Basic Input

A lot of the programs we install on your computer simply require a single code or word to be entered to activate its functionality. Many of these programs have only a single function, in line with K.I.S.S. methodology.



Simply enter the code and then press Submit. If you've made a mistake, you can clear your entry with the Clear button. The X icon to the right of the program bar will close the program entirely.

Messaging

Naturally, you'll need to communicate with your team members as you work, and for that we've provided you with a messaging program.

From within the program, you can switch between the Team tab, which is where multi-member chats will be, and Direct Messages, where you can message (or be messaged by) another team member.

After clicking on a chat, you can send a message in it by typing in the bar at the bottom of your screen and pressing Submit, or hitting the Enter key. Of course, if your teammates aren't at their computers you shouldn't expect a reply right away – unless you're messaging Prometheus!

As we have recently transitioned to a new messaging program, we are still in the process of integrating messages from the old system into it. If you need to look up an old message, simply hit the Load Archives button, represented by a cloud with an arrow, and come back later – it can take a while for previous messages to be loaded, but they'll eventually show up!

Accessories

Want to visualise a few different looks for yourself? Accessories will let you change your aesthetic, provided you've got some ideas in mind!

Building Layout

If you are a safety co-ordinator for your floor, you will have access to maps of the building to help you plan out exit routes and other important paths. Please try and memorise these maps from when you receive them – you never know when you won't have access to a map, particularly when on a different floor to the one you usually work on.

Save

Here at COEUS we encourage you to regularly take the time to stop, pause, and take a moment to record what you've accomplished so far. Not only is it useful for showing you how far you've grown, we also use these records in determining promotions and productivity, so it's best for everyone if you regularly do so!

Other Programs

The above examples of programs are just some of what you might need to use – depending upon your access level, you might have programs for changing passwords, controlling power supplies, sending emails, and much, much more! If a program doesn't have instructions on how it can be used, try clicking some buttons around and seeing what happens – most should be self-explanatory after exploring them.

Closing Words

Once again, we thank you for applying for your position at COEUS, and look forwards to doing great things with you! If you're ever stuck for what to do, don't hesitate to reach out to an official employee and ask for help. You shouldn't ever need help, however, as long as you keep the following in mind:

- Read over any Tachyon messages carefully – the information is always there, even if it isn't always apparent.
- Check your Notes to see whether you already have the information, and consider making your own notes while working to remember things.
- If there's something that you haven't examined or accessed yet, try doing so – it might be something important!
- Double-check what you're typing against what the expected input is.
- Accessing the Hints section of the pause menu will give you advice for what to do next, should you need it. If it's insufficient, you can navigate through it to find the solution to your current main puzzle.
- If you're lost, you can ask others in a similar position for help – if they're also stuck, you can work on the problem together.