

Aesop

Phone System Instructions for Substitutes

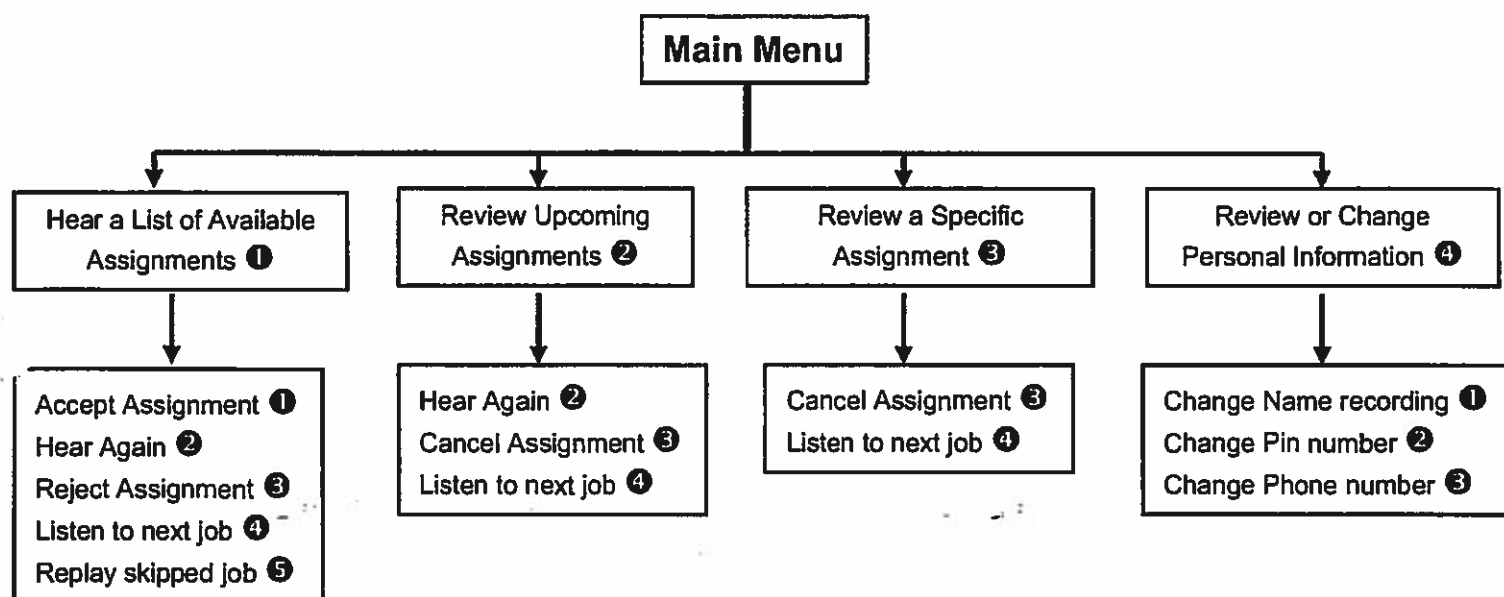
1.800.942.3767

Learn how to

- ☐ Search for jobs by phone
- ☐ Respond when the system offers you a job
- ☐ Personalize the phone system

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Aesop Phone Menu at a Glance

When you call Aesop

To Review or Change your Personal Information, Press 4

- To review or change your name recording, Press 1
- To change your Pin number, Press 2
- To change your phone number, Press 3

Special Things to Note

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press 2 - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

1.800.942.3767

Please note that some options may not be available to you.



Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press **3**
- To listen to the next assignment, Press **4**
- To return to the Main Menu, Press **6**

To Review or Cancel a Specific Assignment, Press **3**

assignment.

- To hear this again, Press **2**
- To cancel this assignment, Press **3**
- To listen to the next assignment, Press **4**
- To return to the Main Menu, Press **6**

- To review your assignments for the next 7 days, Press **3**
- To return to the previous menu, Press **4**

To Review or Cancel your Upcoming Assignments, Press **2**

When you call Aesop

When you have successfully accepted an assignment Aesop will play back the **confirmation number**.



- To accept the assignment, Press **1**
 - To hear the assignment again, Press **2**
 - To reject this assignment and not hear it again, Press **3**
 - To listen to the next assignment, Press **4**
 - To replay a bypassed assignment, Press **5**
 - To return to the Main Menu, Press **6**
- Aesop will play you a list of up to five available jobs.

To Hear a List of Available Assignments, Press **1**

Pressing the star key (*) will always take you back one menu level anywhere in the phone system.



1. Dial 1.800.942.3767
2. Enter your **ID number** followed by the pound key (#)
3. Enter your **PIN number** followed by the pound key (#)

When you call Aesop

- if you select this option then Aesop will never call you again.

To prevent Aesop from ever calling, Press **9**

If you are unavailable, Press **3**

To prevent further calls today, Press **2**

When you have successfully accepted an assignment Aesop will play back the **confirmation number**.



- To accept the assignment, Press **1**
- To hear the assignment again, Press **2**
- To reject but allow additional Calls today, Press **3**
- To reject this assignment and prevent additional calls today, Press **4**

Enter your **Pin number** followed by the pound key (#)

Aesop will now read off all the details of the assignment.

Aesop will play you the School District Name and the School Name.

If you are interested in a job, Press **1**

When you answer the phone, say "Hello" and Aesop will present the following options:

When Aesop calls you