# When you call Aesop

# To Review or Change your Personal Information, Press 4

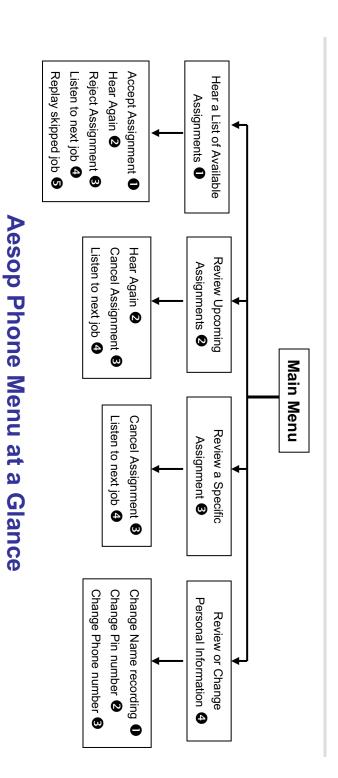
- To review or change your name recording,
   Press •
- To change your Pin number, Press 2
- To change your phone number, Press 3

# **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
  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





# 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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# When Aesop calls you

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

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



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

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

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

- To accept the assignment, Press
- To hear the assignment again, Press 2
- To reject but allow additional Calls today, Press 8
- To reject this assignment and prevent additional calls today, Press 4



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

To prevent further calls today, Press 2



If you are unavailable, Press 3

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

• If you select this option then Aesop will never call you again.

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## When you call Aesop

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



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

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

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press
- 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
- To replay a bypassed assignment. Press 6
- To return to the Main Menu, Press 6



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

1.800.942.3767

# When you call Aesop

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

- To review your assignments for the next 7 days, Press 8
- To return to the previous menu. Press \*

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

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

To Review or Cancel a Specific Assignment, Press 3

Aesop will ask you to enter the confirmation number.

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



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

Available 24/7