



Phone System Instructions for Substitutes

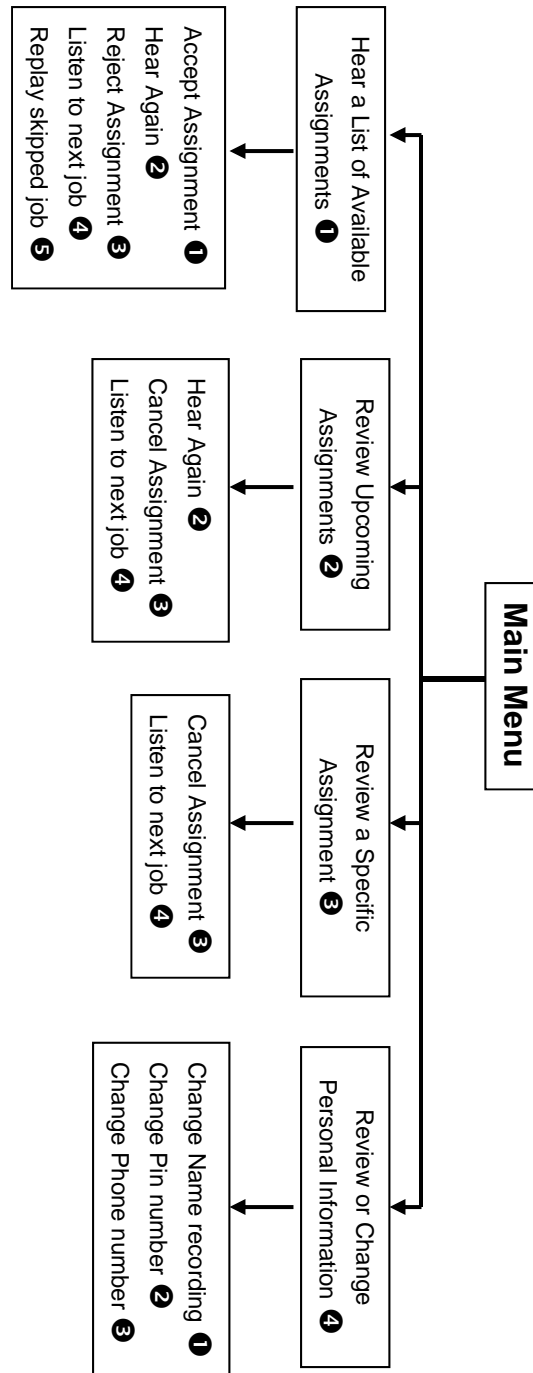
1.800.942.3767

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.
- Aesop will **not** leave an assignment 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.

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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 **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**



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



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

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When you call Aesop

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

- To review your assignments for the next 7 days, Press **3**
- To return to the previous menu, Press **6**

Aesop will now read off all the details of the 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 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 **4**
- To return to the Main Menu, Press **6**



Please note that if you are canceling a job within an hour of the start time you must call the sub office at 503-916-3330

Available 24/7