



# Phone System Instructions for Substitutes

**1.800.942.3767**

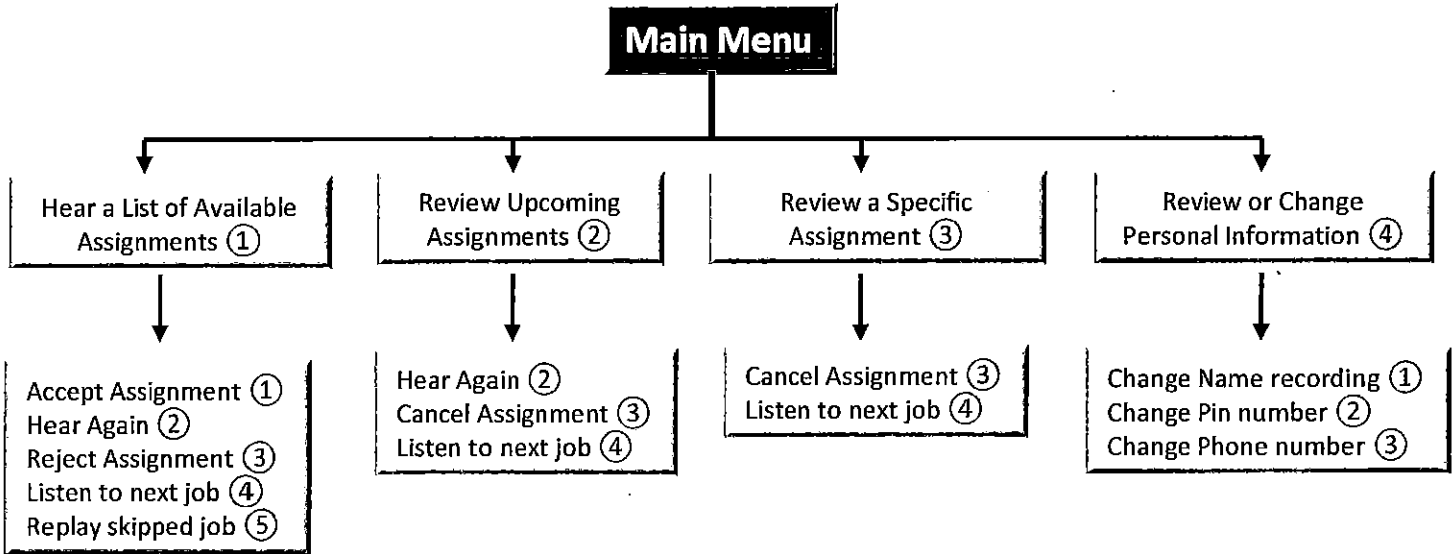
### Learn how to:

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



[www.FrontlineK12.com/Aesop](http://www.FrontlineK12.com/Aesop)

## Main Menu



## 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.

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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

**i** 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 ('#')

**i** 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

**i** 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 \*
- 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

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

Available 24/7