**Phone System Instructions for Substitutes**

**Learn how to:**
- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system

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1. **When you call Aesop**
   - To review or change your Personal Information, Press ④
   - To change your name recording, Press ①
   - To change your phone number, Press ③

2. **Special Things to Note**
   - 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.

3. **When Aesop calls you:**
   - If 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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**Aesop Phone Menu at a Glance**

- **Main Menu**
  - Hear a List of Available Assignments ①
  - Review Upcoming Assignments ②
  - Review or Change Personal Information ④
  - Review a Specific Assignment ③

- **Actions**
  - Accept Assignment ①
  - Hear Again ②
  - Reject Assignment ③
  - Listen to next job ④
  - Replay skipped job ⑤
  - Change Name recording ①
  - Change Pin number ②
  - Change Phone number ③