



# Phone System Instructions for Employees

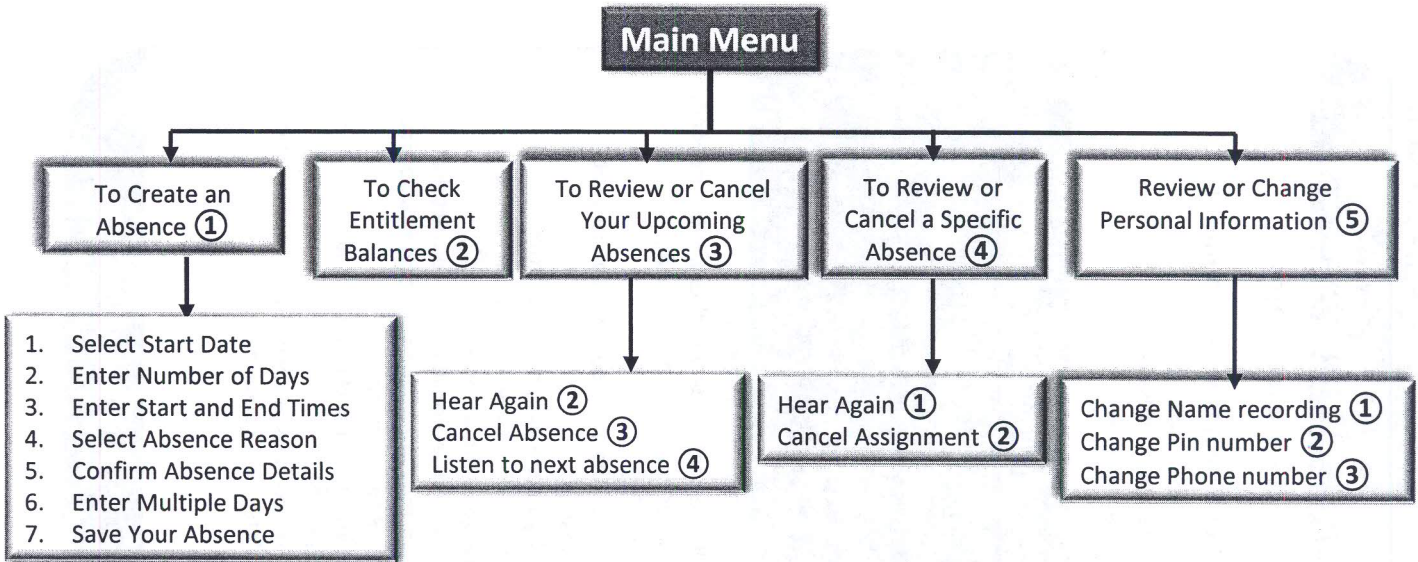
1.800.942.3767

### Learn how to:

- Create absences by phone
- Review Upcoming Absences
- 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 5

- To review or change the recording of your name and title, Press 1
- To change your Pin number, Press 2
- To change your phone number, Press 3
- To return to the previous menu, Press \*

### Special Things to Note

- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
  1. Name (First and Last Name)
  2. Title (Grade Level and/or Subject Matter)
- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.
- If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.

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

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