



Setting Up Your Account



For tablets and smartphones download the ManageMyCalls app from the Google Play or Apple App stores.

ManageMyCalls

Please enter the Address given to you by your Service Provider.

Enter Service Provider Address

Save

Enter the following Service Provider Address in your app: polarphonemanager.com/CallManagement and press the Save button.

For PC, enter the Service Provider Address in your browser bar: polarphonemanager.com/CallManagement. When it opens press the Save button. If prompted after pressing the Save button, press the Continue button.

The first time you login, using your 10-digit phone number as your username, your password will be the last 4 digits of your phone number. You will be prompted to change your password after your first login.

ManageMyCalls

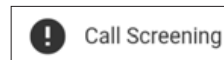
Please enter your username and password to login to your Single Number account.

Enter Username

Password

Sign In

To open the main menu select the icon circled in red next to ManageMyCalls and chose Call Screening.



From the Settings screen you can choose Yes to enable the service or No to disable it.

Settings

Enable Service:	Yes
Private Numbers:	Challenged
Unknown Numbers:	Challenged

Your service has been set to challenge all calls that are blocked from displaying on your caller ID (Private) and out of area (Unknown) calls. You have the option, by clicking on the drop down arrow, to Allow or Block all of these types of calls. By using the Challenged feature, callers like your friends and family will have a chance to have their number ring through by pressing a digit on their phone.

We encourage you to use the Challenged setting on both types of calls to get the maximum benefit out of your Call Manager service.

Allowing and Blocking Specific Numbers

You can allow numbers from friends and family to reach you without hearing the Challenge Message or you can choose specific numbers you want to block from getting through.

Settings

Number Lists

Allowed Numbers

No Allowed Numbers

Add a new Allowed Number to get started.

Blocked Numbers

No Blocked Numbers

Add a new Blocked Number to get started.

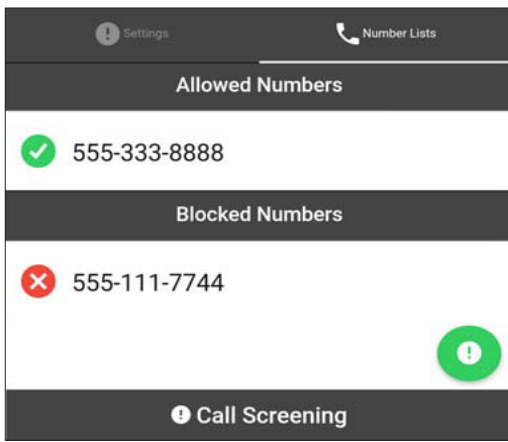
After selecting Number Lists select the Green icon which will open an Options window.

Options

- Add Allowed Number
- Add Blocked Number
- Delete Number

Choose Add Allowed or Blocked Number and enter the ten digit number (including Area Code) of the number(s) that you want Call Manager to Allow Unchallenged or Blocked from calling you. Use Delete Number to remove any Allowed or Blocked numbers from your service list.



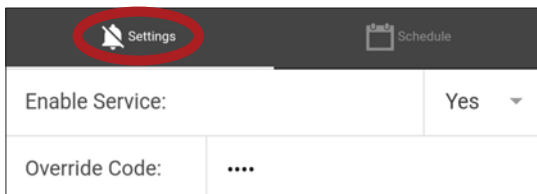


The service will remember your friends and family who have pressed the proper Challenge Digit response on their phone. They will be automatically added to the Allowed list.

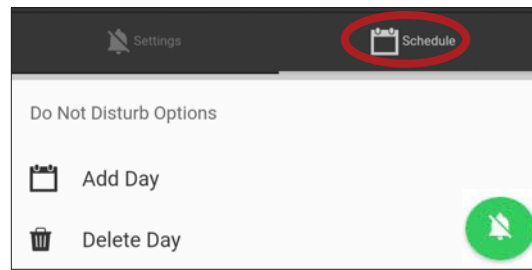
If you need to increase the size of your Allowed or Blocked Number lists please contact us.

Do Not Disturb Feature

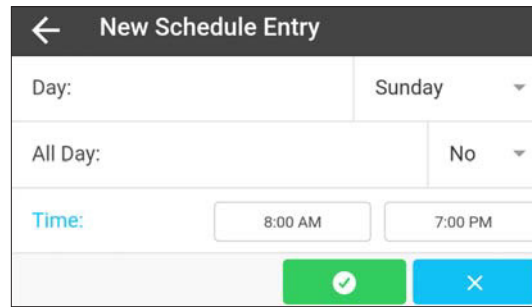
From the ManageMyCalls main menu select Do Not Disturb if you would like prevent people from calling you unless they have an Override Access Code. From the Settings screen choose to Enable or Disable the service.



Click on the Override Code field to change the access code callers can use to get through to you when your Do Not Disturb is enabled.



Select Schedule to choose specific days and times that you want the service enabled. Pressing the Green icon will open the Do Not Disturb Options window.



Choosing Add Day will open the New Schedule Entry window. Selecting Yes from the drop down will enable the service for the entire day. Select No and fill in the time or day you want the service enabled. For example, if you do not want calls during dinner with your family use Schedule and set the service to be enabled during your dinner time each day.

Privacy Control Administration Using Your Telephone

The Call Manager service selectively intercepts telemarketers, unknown callers and callers who have their number blocked from displaying on Caller ID.

From your home telephone, dial *95 and follow the voice prompt to access Call Manager by pressing 2, where you will have the following options:

- Press 0 to *Block* the last caller
- Press 1 to *Add* a number to your *Blocked List*
- Press 2 to *Remove* a number from your *Blocked List*
- Press 3 to *Remove All* numbers from your *Blocked List*
- Press 4 to *Add* a number to your *Allowed List*
- Press 6 to turn the entire service *On*
- Press 7 to turn the entire service *Off*
- Press 8 to *Block Private Callers*
- Press 9 to *Allow Private Callers*
- Press * to repeat menu options

If you wish to add the last caller's number to your Blocked list, simply hang up and dial *96.

***Auto generated calls will not be delivered unless they are added to your Allowed list. Examples of auto generated calls include appointment reminders and school notices.**

Please contact our office if you have any questions or need assistance. We are available Monday-Friday, 7:30 a.m.-5:30 p.m. and Saturday, 8:00 a.m.-4:30 p.m.

701.284.7221 | 800.284.7222