Unregister a Card Terminal

To unregister a card terminal after it’s been paired with OTCnet, there are two options:

**Option 1:** Unregister from the *Registration Successful* page.

**Option 2:** Unregister from the Review (*Step 3 of 3: Review Terminal Configuration*) page.

For Option 1, complete the following steps:

1. From the *Administration* tab, click **Manage Card Processing > Card Terminal Configuration > Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.
2. Select an OTC Endpoint. Click **Add**. Select **Next**. The *Step 2 of 3: Terminal Configuration* page appears.
3. Enter the card terminal **IP Address** in to the **Enter Card Terminal IP Address** text box for the card terminal you wish to register, as shown in Figure 1. Click **Register**.

4. OTCnet searches for the pairing pin. Once the pairing pin appears in OTCnet, enter it in to the card terminal and press the **green button**. The green button indicates “OK” on the card terminal.

**Application Tip**

*It may take 15-20 seconds to receive a pairing pin.*
5. The “Registration Successful!” message appears. Click **Unregister**, as shown in Figure 2. Click **Next**. The “Terminal unregistered” message appears.

**Figure 2: Step 2 of 3: Terminal Registration**

![Figure 2: Step 2 of 3: Terminal Registration](image)

**Additional Buttons**

- Click **Test Connection** to test the pairing connection between the card terminal and OTCnet.
- Click **Unregister** to unregister the card terminal.
- Click **Cancel** to terminal registration. A "Registration cancelled" appears and the terminal registration stops.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

For Option 2, complete the following steps:

1. From the **Administration** tab, click **Manage Card Processing** > **Terminal Configuration** > **Modify**. The **Step 1 of 3: Select OTC Endpoint** page appears.
2. Select an OTC Endpoint. Click **Add**.
3. Click **Next**. The **Step 2 of 3: Terminal Configuration** page appears.
4. Enter the **Card Terminal IP Address** for the card terminal you wish to register. Click **Register**. OTCnet searches for the pairing pin.
5. Enter the pairing pin number, that appears in OTCnet, in to the card terminal. Press the **green button**. The green button indicates “OK” on the card terminal.

**Application Tip**

It may take 15-20 seconds to receive a pairing pin.

6. The “Registration Successful!” message appears. Click **Next**.
7. The Step 3 of 3: **Review the Terminal Configuration** page appears, as shown in Figure 3. Click **Unregister**.
Figure 3: Step 3 of 3: Review the Terminal Configuration

8. The “Registration Successful!” page appears. Click **Unregister**.

9. Click **Next**. The “Terminal unregistered” message appears.

### Additional Buttons

- Click **Edit** to navigate to the *Step 1 of 3: Select OTC Endpoint* page to remove an OTC endpoint or add another available OTC endpoint.
- Click **Unregister** to unregister the card terminal.
- Click **Cancel** to stop terminal registration. A *Registration cancelled* message appears and the terminal registration ends.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.