

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 the Terminal Configuration*) page.

For Option 1, complete the following steps:

1. From the **Administration** tab, select **Manage Card Processing>Card Terminal Configuration>Modify**. The *Step 1 of 3: Select OTC Endpoint and Card Terminal Type* page appears.
2. Select an OTC Endpoint. Select **Add**.
3. Select the **Card Terminal Type** and then select **Next**. The *Step 2 of 3: Terminal Registration* page appears.
4. 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. Select **Register**.

Figure 1: Card Terminal Registration, Enter IP Address

5. OTCnet searches for the pairing pin. Once the pairing pin appears in OTCnet, enter it into 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.

6. The “*Registration Successful!*” message appears. Select **Unregister**, as shown in Figure 2. Then select **Next**.

Figure 2: Step 2 of 3: Terminal Registration

The screenshot shows a web application interface for terminal registration. The breadcrumb trail is: Home >> Administration >> Manage Card Processing >> Terminal Configuration >> Modify. The page title is 'Card Terminal Configuration' with step indicators '1' and '2'. The current step is 'Step 2 of 3: Terminal Registration'. The main content area is titled 'Register Terminal' and contains the text 'Enter Card Terminal IP Address: 10.0.0.14'. Below this, a green message says 'Registration Successful!'. There are two buttons: 'Test Connection' and 'Unregister' (which is highlighted with a red box). At the bottom right, there are three buttons: '< Previous', 'Cancel', and 'Next >'.

7. The “*Terminal unregistered*” message appears.



Additional Buttons

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

For Option 2, complete the following steps:

1. From the **Administration** tab, select **Manage Card Processing>Terminal Configuration>Modify**. The *Step 1 of 3: Select OTC Endpoint and Card Terminal Type* page appears.
2. Select an OTC Endpoint. Select **Add**.
3. Select **Card Terminal Type**.
4. Select **Next**. The *Step 2 of 3: Terminal Registration* page appears.
5. Enter the **Card Terminal IP Address** for the card terminal you wish to register. Select **Register**. OTCnet searches for the pairing pin.
6. Enter the pairing pin number, that appears in OTCnet, into 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.

7. The “*Registration Successful!*” message appears. Select **Next**.

8. The Step 3 of 3: *Review the Terminal Configuration* page appears, as shown in Figure 3. Select **Unregister**.

Figure 3: Step 3 of 3: Review the Terminal Configuration

Location: [Home](#) >> [Administration](#) >> [Manage Card Processing](#) >> [Terminal Configuration](#) >> [Modify](#)

Terminal Configuration 1 2 3

Step 3 of 3: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint & Card Terminal Type Configuration [\[Edit\]](#)

Configured OTC Endpoint & Card Terminal Type

Chain Code	Merchant ID	ALC	OTC Endpoint	Description	Card Terminal Type
1234AB	8889819998	8889819	8889819998	Duke field AF Lod	M450

Application Configuration [\[Unregister\]](#)

Card Terminal Serial Number	998492938201
Host Name	BAHSCG5213M3D
IP Address	192.168.101.255

[Previous](#) [Cancel](#) [Submit](#)

9. The “*Registration Successful!*” page appears. Select **Unregister**.
10. Select **Next**. The “*Terminal unregistered*” message appears.



Additional Buttons

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