



Unregister a Card Terminal



Application Tip

The **Card Administrator** is authorized to unregister a card terminal.



Application Tip

At times, users may need to unregister a terminal (i.e., a user may want to add a different card terminal to an OTCnet terminal or users may mistakenly register a terminal and then wish to unregister it). You must first begin the steps to re-register a card terminal before you can unregister it.

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

1. **Option 1:** Unregister from the *Registration Successful!* page.
2. **Option 2:** Unregister from the Review (*Step 3 of 3: Review Terminal Configuration*) page.

For **Option 1**, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Card Processing>Card Terminal Configuration** and click **Modify**.
3. The *Step 1 of 3: Select OTC Endpoint* page appears. Select an OTC Endpoint. Click **Add**. Select **Next**.
4. The *Step 2 of 3: Terminal Configuration* page appears. Enter the card terminal's Internet Protocol (**IP**) **Address** in to the **Enter Card Terminal IP Address** text box for the card terminal you wish to register. Click **Register**.
5. 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.

6. The "*Registration Successful!*" message appears (see **Error! Reference source not found.**). Click **Unregister**. Click **Next**.
7. The "*Terminal unregistered*" message appears.



Application Tip

Additional buttons on the page help you perform other tasks:

- 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" will appear and the terminal registration will stop.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Option 2:

To unregister a card terminal after it's been paired with OTCnet, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Card Processing>Terminal Configuration** and click **Modify**.
3. The *Step 1 of 3: Select OTC Endpoint* page appears. Select an OTC Endpoint. Click **Add**. Click **Next**.
4. The *Step 2 of 3: Terminal Configuration* page appears. 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. Select **Unregister**.
8. The "*Registration Successful!*" Page appears. Click **Unregister**. Click **Next**. The "*Terminal unregistered*" message appears.



Application Tip

Additional buttons on the page help you perform other tasks:

- 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 terminal registration. A "Registration cancelled" will appear and the terminal registration will stop.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.