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

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

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*.*