



**BUSINESS
MACHINES
LTD.**

"Proudly Serving Western Canadians Since 1963"

HEAD OFFICE: EDMONTON
17620 - 107 AVENUE
EDMONTON, AB T5S 1G8
TEL: (780) 483-3040
FAX: (780) 486-2989

FOR SERVICE: TOLL FREE: 1-800-661-7333

Web Page: www.timebusiness.com
E-mail: time@timebusiness.com

"WE SERVICE WHAT WE SELL"

Guide to Change GST Rate to 6% on TEC MA-1300 Cash Registers

A *MA* key is needed for this operation.



Contact Time Business Machines at 1-800-661-7333 if you do not have one.

NOTE:

1. The **CASH** button might appear as **AT / TL** on the keypad.
2. The **FS / M** button might appear as **GST** on the keypad.
3. Press if the cash register beeps after **CASH** is pressed, then skip to the next step.

Directions:

1. Insert <i>MA</i> key into mode lock	
2. Turn key to Z .	
3. Press CASH .	<input type="text" value="CASH"/>
4. Press 2 , 0 , CASH	<input type="text" value="2"/> , <input type="text" value="0"/> , <input type="text" value="CASH"/>

A set of Z-reports has been printed.
Keep these reports for auditor reviews.

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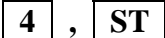
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5. Turn key to X .	
6. Press 4 , ST .	

A settings report will be printed. This is a sample:

```

TIME BUSINESS MACHINES
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  EDMONTON, AB
 (780)483-3040

07-01-2006   #123456

          PX
V. CPN           0.00
CHECK            00
Chg              00
GST              7%
                20.00
  
```

If GST reads 7%, proceed to step A7 on this page.

If not, proceed to step B7 on the next page.

A7. Turn key to SET .	
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A8. Press **6** , **FS/M**.

6 , **FS/M**

GST rate has now been changed to 6%.

DO NOT proceed to the next page.

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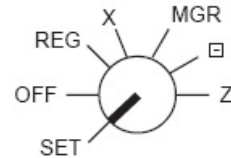
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Follow these steps only if you **DID NOT** perform steps A7 and A8.

B7. Turn key to **SET**



B8. Press **0** , **TX 1/M** , **ST** , **6** , **CASH**

0 , **TX 1 / M** ,

ST , **6** ,

CASH

GST rate has now been changed to 6%.

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