



**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-1350 Cash Registers

A **MA** key is needed for this operation.


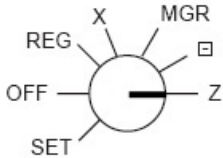
Contact Time Business Machines at 1-800-661-7333
if you do not have one.



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 MA 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"/>
5. Press 4 , CASH .	<input type="text" value="4"/> , <input type="text" value="CASH"/>

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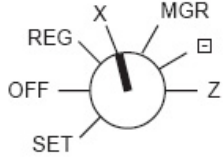
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A set of Z-reports has been printed.
Keep these reports for auditor reviews.

6. Turn key to X .	
7. Press 4 , ST .	<div style="border: 1px solid black; display: inline-block; padding: 2px;">4</div> , <div style="border: 1px solid black; display: inline-block; padding: 2px;">ST</div>

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

```

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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 A8 on this page.

If not, proceed to step B8 on the next page.

A8. Turn key to SET .	
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A9. Press **6** , **FS/M**.

6 , **FS/M**

GST rate has now changed to 6%.
DO NOT proceed to the next page.

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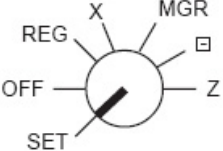
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Follow these steps only if you DID NOT perform steps A8 and A9.

<p>B8. Turn key to SET</p>	
<p>B9. Press 0 , TX 1/M , ST , 6 , CASH</p>	<p>0 , TX 1 / M ,</p> <p>ST , 6 ,</p> <p>CASH</p>
<p>GST rate has now changed to 6%.</p>	

Contact Time Business Machines at 1-800-661-7333 if you require assistance.

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