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LTD.**

"Proudly Serving Western Canadians Since 1963"

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**"WE SERVICE WHAT WE SELL"**

## Guide to Change GST Rate to 6 % on TEC MA-1600 Cash Registers

A *MA* key and a *GTZ* key are needed for this operation.

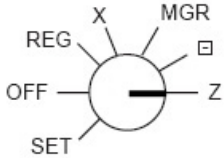


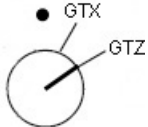


Contact Time Business Machines at 1-800-661-7333  
if you do not have them.

**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 **C** if the cash register beeps after **CASH** is pressed, then skip to the next step.

**Directions:**

1. Insert <i>MA</i> key into control lock	
2. Turn the <i>MA</i> key to <b>Z</b> .	
3. Press <b>3</b> , <b>CASH</b>	
4. Insert <i>GTZ</i> key into the GT lock	
5. Turn <i>GTZ</i> key to <b>GTZ</b> .	

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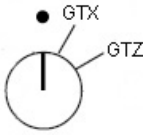
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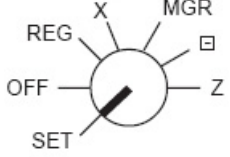
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6. Press <b>3</b> , <b>CASH</b>	<b>3</b> , <b>CASH</b>
7. Press <b>4</b> , <b>CASH</b>	<b>4</b> , <b>CASH</b>
8. Turn <b>GTZ</b> key back to <b>neutral</b> (●) position and remove it from GT lock.	

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

9. Turn the key to <b>Set</b> .	
10. Press <b>0</b> , <b>FS/M</b> , <b>ST</b> , <b>6</b> , <b>AT/TL</b>	<b>0</b> , <b>FS / M</b> , <b>ST</b> , <b>6</b> , <b>AT / TL</b>
<p style="text-align: center;">GST rate has now been changed to 6%.</p>	

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

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