



Fig. 10

Example for Practice in Subtraction

To subtract 68 from 929: Place 929 in the machine, using the large figures. Then place the stylus opposite the small 6 in the second column. It falls below a red dot, thus the movement is downward, and 1 is deducted from the column to the left—use the small 1 and push upward as far as possible. (See figures 8 and 10). Place the stylus opposite the small figure 8 in the last column. It is between red dots, so the movement is upward but not over and down. The correct answer, 861, now appears.

How to Multiply

Multiplication is simply a branch of addition, with the Ve-Po-Ad, multiplication is computed the same as on paper. Simply remember positions, and move stylus one column to left when footing each new figuring.

Example for Practice in Multiplication

In multiplying 27x27, proceed as follows:

7x7	49
7x2	14
2x7	14
2x2	4

Total

729

4. When stylus falls BELOW RED DOTS, move downward to bottom of column (see figure 9). Then, DEDUCT 1 from next column to left by inserting stylus opposite small 1 (at top) and pushing up to top of column. If in exceptional cases small 1 is blocked and will not move up, move stylus down to bottom of column, and then move over to small 1 in next column to left and push up to top.

Multiplication will be found very simple if tables are used. In the above example 7x7 equals 49, so 49 is placed in the machine. Then 7x2 equals 14. As when working on paper, the 1 falls in the third position and 4 in the second. Now multiply 2x7. The answer, 14 falls in the third and second positions. 2x2 or 4 is placed in the third position and the answer, 729, appears. Multiplication with Ve-Po-Ad is much faster than when pencil and paper is used and accuracy is always assured.

If a cipher is on the end of the multiplier, a column is skipped at the start. The skipping of columns for ciphers is exactly the same process as that followed when multiplying mentally.

Division

Place dividend in machine. Then proceed to eliminate by means of subtraction. The operation is the same as in subtraction. The quotient may not appear in machine, but is determined by the number of subtraction processes necessary to eliminate the dividend.

For example: Divide 484 by 22. Pull down 484, then see how many times 22 can be subtracted from the 48. The number of subtraction processes will indicate the first figure of quotient. Continue the process till the dividend is eliminated. Remainders will indicate fractions.

One Year Guarantee

This machine is so staunchly constructed that complete satisfaction is guaranteed.

Any machine found mechanically defective at any time during one year from date of purchase, will be repaired or replaced—FREE OF CHARGE.

The only provision is that the defective machine be returned to our factory for replacement. We cannot be responsible for defects caused by accident or neglect on the part of the purchaser.

Ve-Po-Ad

Division of

Reliable Typewriter & Adding Machine Co.

303 W. Monroe St. Chicago 6, Illinois, U.S.A.

Printed in U.S.A.

Ve-Po-Ad DIRECTIONS

Read these directions carefully before attempting to use the machine! Bear in mind that any machine, even a \$100 adding machine, requires a little study and practice before you can secure its full benefits. The same with this little machine, only it does not take so long—just a few minutes—because of its extreme simplicity. The keyboard is similar to that of larger and costly machines, or any standard Adding Machine. The first two rows at right indicate cents, the remaining rows indicate dollars.

How to Add

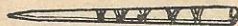


Fig. 1

(Use large figures only!)

1. This machine is operated with the metal pencil (stylus) included with each machine.
2. To add a number, simply insert stylus in hole on right side of each figure required, and move stylus downward to bottom of column.
 
3. Answer shows in red figures at top of column.

Fig. 2

DOLLARS

CENT COLUMN



Left

Fig. 3

Right

4. When a number of more than one figure is added, place numbers in machine beginning from left and going right, just as the numbers are read.



Fig. 4

5. When stylus is inserted BETWEEN RED DOTS, always move stylus up to the top of column, then over and down to shoulder above figure 8, as shown in Fig. 5. When stylus is NOT between RED DOTS, always move it to the bottom as shown in Fig. 2. After a few trials, you will be surprised how rapidly you can push the stylus up and down the columns and get the correct answer every time.

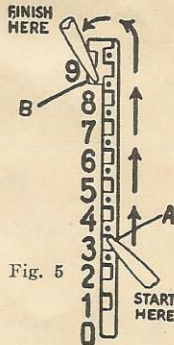


Fig. 5

6. If stylus is blocked when going up and over (which happens perhaps once in a 1000 cases) leave figure up and simply bring stylus over into the next column to the left, insert at large figure 1 and move stylus up, over and down in the usual way. See example for practice BB.

7. Pull this lever up as far as it will go to "clear" the machine; that is, to set all columns back to 0. Then bring lever down to its regular position. Always be sure machine is clear before starting on new set of figures.

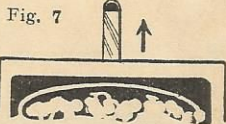


Fig. 7

Example for Practice in Addition

Add 445, 523 and 346. Large figures are used in addition. Place stylus opposite 4 in third column from right and push down. Place stylus opposite 4 in next column to right and perform the same operation. Place stylus opposite 5 in the last column and perform the same operation. The figure 445 will then appear in red at top. Now add 523 in same way. The total will now be 968. Add 346 by placing the stylus opposite 3 in the third column from the right. It will be noticed that the stylus falls between two red dots. This means that the movement must be up, over and down. Next place the stylus opposite 4 in the second column. It again falls between red dots, so the movement must be up, over and down. When adding 6 to the last column, it will immediately be observed that the movement must be up, over and down. The correct total, 1314, will then appear in the machine.

Another Example for Practice in Addition (B. B.)

For example: Add 6 to 99. Place 99 in the machine, using large figures. Then, place the stylus opposite 6 in the first column. It is between red dots, so the movement must be up. Going up, it will be discovered that there is a block—that it is impossible to go over and down. Place the stylus opposite the large 1 in the column to the left and push up, over and down. In the case of adding 6 to 999, there will be a blocking in the second column also, which means that the stylus must go to 1 in the next column, then up, over and down.

How to Subtract

All adding machines of every make and price are used almost exclusively for adding. However, we give below definite instructions on the method. The SMALL FIGURES shown on the machine are used in subtraction work only. Remember to operate from left to right.

1. Place the number you wish to subtract from in the machine so that it shows in red figures in the total row. Use large figures for this step only.



Fig. 7

2. All other steps in subtracting must be done with the small figures to the left of large figures. Thus, to subtract 4, place stylus in hole to the right of small 4 (or large 6).

3. When stylus falls BETWEEN RED DOTS, push straight up to top of column (but NOT around bend at top). See illustration, Fig. 8.



Fig. 9

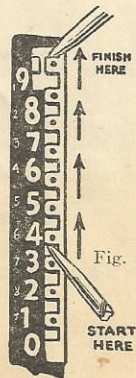


Fig. 8