

No. 1 (D) in left hand column (Fig. No. 2), and push up and around to A in Fig. 2, thus giving the desired amount of 105.

No matter what figure you wish to add go through the same operation and when you find yourself blocked, always put stylus in No. 1 in left hand column and go up and around to complete the operation. **AT THE VERY TOP OF THE MACHINE IS A CLIP, WHICH WHEN PULLED WILL CLEAR YOUR TOTAL COLUMNS TO ZERO**

BE SURE TO PULL CLIP UP AS FAR AS IT WILL GO. THEN PUSH BACK AS FAR AS IT WILL GO BEFORE STARTING ANOTHER ADDITION.

**RELIABLE
TYPEWRITER & ADDING MACHINE
CORP.**

170 W. Washington St.
CHICAGO, ILL.

HOW TO OPERATE THE VE-PO-AD

The Ve-Po-Ad is easy to operate. After reading the instructions and making several additions you will find the operations are strictly automatic and require no thinking. Speed will be acquired by practice.

You will notice that the face is divided into three different sections. This is merely for the purpose of aiding you in finding the correct columns and finding them quickly. The first two black columns at the right indicate the cents column when adding dollars and cents. To the left of these are three which indicate dollars. The first one of these will add as high as \$9.00, the second \$90.00 and the third \$900.00.

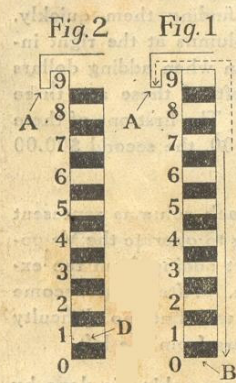
The next area of black columns represent thousands. In learning to operate the Ve-po-Ad, it is better to start adding from the extreme right hand side. After you become familiar with it, you will find no difficulty in inserting the numbers from the left.

The operation of the machine is done by means of a stylus, which is inserted into the

hole to the right of the figure required, thus enabling the movable slide to be pushed either upwards or downwards.

IF THE HOLE IS IN THE WHITE SECTION OF THE SLIDE, PUSH TO THE BOTTOM (B IN FIG. 1). IF IT IS IN THE RED SECTION, BETWEEN TWO RED DOTS, PUSH TO THE TOP OF COLUMN AND OVER TO THE LEFT AND DOWN UNTIL IT STOPS (A IN FIG.). The result will be indicated at the top.

For example, you wish to add 7 and 7. Place the stylus in the hole opposite the number 7 and bring it down to the bottom of the column. You now wish to add another seven, and on placing the stylus in the hole opposite 7, you will notice that it is between two red dots. this means that you are to push the slide upward instead of downward. When the



top is reached, do not take out stylus, but push it to the left and draw down, until it stops (at A). You will notice that this operation carries over into the next column, making a total of 14.

**REMEMBER PUSH DOWN OR UP
AND OVER**

There is one exception to the above described operation. This is when a nine (9) appears in the column to the left of the one in which you are adding (Fig. 2). When your operation requires that you go up in one column (Fig. 1) and there is already a 9 in the column to the left (Fig. 2), you will note that you are blocked and cannot go to the position of A in Fig. 1. **WHEN BLOCKED IN THIS WAY, TAKE STYLUS OUT AND PLACE IT IN THE HOLE OPPOSITE NO. 1 (D IN FIG. NO. 2) IN COLUMN TO THE LEFT AND PUSH UP AND OVER TO THE POSITION OF A IN SECOND COLUMN Fig. 2.**

For example when adding 6 to 99, the 99 is placed in the machine, then the stylus is placed opposite No. 6 in the first column and you go up. You are unable to go around to position A. Now place stylus in hole opposite

