

**HOW TO
GET THE
MOST FROM
YOUR NEW**

Lightning

**ADDING
MACHINE**

YOUR NEW IMPROVED LIGHTNING PORTABLE ADDING MACHINE IS SIMPLE TO OPERATE

A course of instruction is not necessary for operating the Lightning Portable Adding Machine. It is remarkably simple. Anyone who can dial a telephone can put it to practical use immediately. It will be worth your while, however, to read the following carefully.

DIAL ARRANGEMENT

The first two dials, on the right end of the machine, are used for cents—the first one for units, the second for tens. The three middle dials, right to left, are for dollars, tens of dollars, and hundreds of dollars—in that order. The last two dials (the sixth and seventh, on the left end of the machine) are for thousands and tens of thousands. In short, the number is placed on the machine in the same order as when writing it on paper.

Above each dial is an answer window, through which one figure shows. These figures denote your total, or answer, when adding or subtracting.

HOW TO CLEAR TO ZERO

The machine is clear and ready for business when each of the answer window figures is zero. To clear the machine, simply use your left thumb to give the automatic clearance lever (on the left end of the machine) a firm pull to the left. Immediately, every dial automatically clears so that zero shows in the answer windows.

HOW TO ADD

You Use Only The Large White Figure to Add.

Clear the machine to zero—as instructed above. Now let's say the first number in our column to be added is 67 cents. Place the stylus in the hole opposite large white figure 6 in the second dial from the right. Turn the dial firmly clockwise until it comes to a stop, holding the stylus in an upright, vertical position. The 6 will be instantly registered in the answer window. Then register the 7 in the same manner in the first right-hand dial. You will now see the 67 cents registered in the machine through the answer windows. The next item is 49 cents. Register this the same as you did the 67 cents by placing the stylus opposite large white figure 4 in the second dial from the right, and then turn the dial clockwise. This completes the operation for the 49 cents as it is never

necessary to register a zero when adding. You will now see the total of the amounts is \$1.07. This shows through the answer windows without pushing any keys or pulling any levers. The machine has carried the total automatically into the dollars column (third answer window from the right).

Now register \$2.45 in the same manner being sure to start this figure in the dollars column (the third dial from the right). Your total will be \$3.52. Register \$2.10 starting in the fourth dial or tens-of-dollars column. Your total, \$65.72, will show through the answer windows.

Now, pull the automatic clearance lever, and you are ready for the next column of figures.

Caution—You use only the large white figures to add. Always use the stylus when operating the machine. Do not use a pencil. Also, do not oil. The Lightning is properly and permanently lubricated before leaving the factory.

GUARDS AGAINST INTERRUPTION

Here is another feature which users of the Lightning Adding Machine praise. One of the problems a person faces when mentally adding up a long column of figures

is that he may be interrupted before finishing the column. This usually means starting over. The Lightning, however, is specially designed so that it can be lifted from its base and placed directly on the column of figures. It keeps your place and guards against interruptions. Taking the addition problem again to illustrate this point—while registering the 67 cents, the machine should be resting directly under this number. To add the 40 cents move the machine down the sheet until just under the 40 and register the number. Now move it down until just under the 355 and register this number. Now, suppose you are interrupted — the phone rings. The machine rests under the last figure you have added. You can answer the phone and then resume your work where you left off. Furthermore, you have in front of you the total as far as you have gone.

HOW TO SUBTRACT

Use Only The Small Yellow Figures to Subtract.

The Lightning Adding Machine is one of the few machines, regardless of price, upon which you can subtract without learning what is called the "complementary" system. The Lightning subtracts as easily as it adds, thus making it possible for you to reverse-check long columns of addition, eliminating all doubt.

Subtraction on the Lightning is just like adding, with but two exceptions:

First: You use the small yellow figures instead of the large white ones.

Second: You turn the dial backward (counter-clockwise) which is just the opposite direction used in adding.

For example, suppose you have \$15.79 showing in the answer windows and you want to subtract \$1.42. Place the stylus in the hole opposite the small yellow number 1 in the third dial from the right. Turn the dial counter-clockwise until it stops. Then do the same with the small yellow figure 4 in the second dial from the right, and the same with the small yellow 2 in the first right-hand dial. You will now see \$14.37 registered in the answer windows. You may continue subtractions in this manner, remembering to use only the small yellow numbers and to move the dial counter-clockwise.

In this way you can easily subtract such items as Social Security tax, unemployment tax and any other salary deduction so as to arrive at the exact amount of each paycheck.

It is equally simple to verify a long column of addition, merely by keeping the total in the answer windows and then subtracting each individual figure in the column. After this subtraction the answer windows should register all zeros, proving the accuracy of your addition.

BALANCING LEDGER ACCOUNTS

This Lightning method of subtraction is a very valuable feature for accountants and bookkeepers. To balance an account mentally, you must add up the debits, then add up the credits, then subtract the total credits from the total debits—three operations. Likewise, on many other makes of adding machines, regardless of price, one must add up the debits, make a notation of the total, then clear the machine and add up the credits, making a notation of this total, then clear the machine again and subtract the total credits from the total debits, giving the balance—three distinct operations. The Lightning Adding Machine accomplishes this easier by simply subtracting the credit items from the debit total which remains in the answer windows.

BANK ACCOUNT

This method is handy for balancing a bank account. Simply register the previous balance and add any subsequent deposits. Then, you just subtract the various checks drawn on the account.

TABULATING 2 ITEMS AT ONCE

Although the dials of this machine are connected so as to carry automatically from one column to another, the various dials can be used separately for tabulating two or more items at the same time.

For example, suppose you want to tabulate baled hay which is being loaded. You wish to tabulate not only the total weight of the hay, but also the number of bales.

For tabulating the number of bales you will use the first two left-hand dials. As one bale is loaded, weighing 110 lbs., you register the 1 in the second dial from the left end of the machine and register the 110 in the first three dials on the right end of the machine. As two bales are loaded, register 2 in the "bales" dial, and 220 in the "pounds" dials, and so on. When the load is complete, you not only have the total number of bales, but also the total number of pounds.

The remarkable handiness, utility, accuracy, and durability of Lightning Portable Adding Machines have been proved by over 300,000 satisfied Lightning users throughout the United States and all over the world . . . customers who have relied on Lightnings for the last thirty two years. You will find as they found that the more you use the Lightning the more you will like it—and the more time, money, and work it will save you.

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