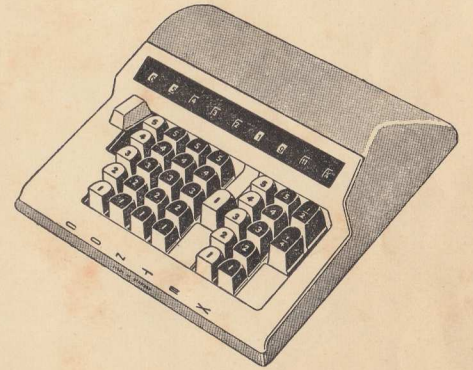


# METHOD OF OPERATION



(STERLING MODEL)

C O N T E X

## **CONTEX**

METHOD OF OPERATION

*(Sterling Model)*

The Contex Adding Machine is the most rapid adding machine on the market. It is available in five models.

1. *Sterling Model — pounds, shillings, and pence.*
2. *Sterling Model — pounds, shillings, pence, and farthings.*
3. *Decimal Model.*
4. *Rupee Model.*
5. *Arabic Model.*

The Sterling models are specially constructed for addition and subtraction. You can also perform multiplication on these models using the poundkeys only. For greater multiplications use the decimal model.

### **Addition**

It is most important from the very beginning to practice correct (clean) depressions of the keys which should be carried out by means of the 1st, 2nd, and 3rd fingers. The keys must be pressed right down and then released sharply. If, by

accident, you depress two keys in the same row, only the higher figure will be registered. The operator must, of course, be careful not to let the other fingers actuate keys in other rows.

Various features have made it very easy to operate the machine by touch after limited practice, viz. each key travels a distance varying from that of the others, and the faces of the odd numbered keys have deeper hollows than those of the even ones.

Make it a rule always to clear the machine before starting a new operation. The clearance key is located at the extreme left.

Figures are registered in the machine as read, i. e. from left to right in such a manner that one key is struck at a time. Figures above 5 are invariably split up into two strokes:  $2 \times 3$ ,  $3 + 4$ ,  $2 \times 4$ , and  $4 + 5$ . In a similar manner the pence key is operated  $2 \times 5$ ,  $5 + 3 + 3$ , and so on. In order to ensure correct results each addition should be checked by repetition, preferably in such a manner that the figures are registered in the reverse order from the first operation.

It is obvious that the result is not affected by the order in which the figures are added. It may be convenient to add the shillings, pence and farthings first, and then the pounds in cases

where you have a long column of figures neatly arranged one under the other. If, on the other hand, the amounts to be added are entered on various sheets of a ledger it is recommended that the whole amount is registered at once starting from the left.

### Important

The ten-shilling-key must never be depressed simultaneously with the unit-key of the pounds. The machine will not be damaged, but the accurate transfer of shillings into pounds may be affected.

### Subtraction

Subtraction can be carried out on the Contex machine quite expeditiously by means of adding the subtrahent complement.

The complement value of a figure is the amount which must be added to that figure in order to make up the nearest multiple of 10.

Example: £ 145.17.08 less £ 22.15.10.

Register		£ 145.17.8
10 d from	1/- = 2 d add	2
15/-	- 19/- = 4/- ..	4.0
£ 2	- £ 9 = £ 7 ..	7.00.0
£ 20	- £ 90 = £ 70 ..	70.00.0

(which, in effect, is the difference between £ 100 and £ 22.15.10). Add 9 to each pounds column on the machine to the left of the last figure in the number you have subtracted

	99
result	£ 10123.1.10

The totalizer will show 1 in the extreme left hand column indicating that one subtraction has been carried through. If you have a long column of figures to add and subtract and 5 of the figures are subtractions you will be able to check whether you have included all the subtractions as the extreme left hand column of the totalizer will show the number of subtractions performed.

As shown in the above example you can calculate the complement figure by figure, deducting the pence from 12, the shillings from 19 (when occurring in the middle of a sum, otherwise from 20) and the pounds from 9.

Multiplication can be performed using the poundkeys only. We would refer you to the directions for use for the Decimal model in which you will find a table for converting shillings and pence into fractions of pounds.

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