

PilatesEquip™- The Joint Workshop Pty Limited

Unit 4 (rear), 6 Gundah Road, Mt Kuring-gai NSW 2080

P: 02 9457 8880

www.pilatesequip.com

E: info@pilatesequip.com

A.B.N. 43 152 175 463

Reformer Instructions (Studio and Rehab) – March 2023 to present date.

This document must be read before using the equipment.

If you don't understand an instruction, please contact Pilatesequip™ for a clarification.

All of the following points and instructions should be common knowledge to all instructors and to anyone that exercises on this equipment.

Improper use of this equipment may cause serious bodily harm. Please read the following:

- Before starting any program, consult a physician; read and follow the instruction manual; and obtain thorough instructions from a qualified Pilates instructor.
- All pre-existing injuries must be disclosed to your physician and Pilates instructor.
- Use equipment only for intended exercises
- Equipment is only to be adjusted by, or with the guidance of, a trained Pilates instructor.
- Use equipment only when it is properly adjusted for your size and ability.
- Stop exercising if you experience any pain or discomfort.
- Keep clothing, body parts and hair clear of all moving parts.
- Do not use if equipment appears worn, broken or damaged.
- Do not allow children to use or be around equipment without adult supervision.

Also, note that you should:

- Get equipment serviced regularly. See www.pilatesequip.com/instructions for a to most up-to-date service checklist.
- Never let go of expanded Springs. This is dangerous for people using the equipment, and to others in the vicinity of the equipment, and will immediately shorten the spring's life.
- Always adjust springs with the Carriage is in its closed position.
- Check that the Foot Bar, Shoulder Pads, Stopper, Pulley Uprights, Ropes, Foot Strap, Springs, etc, are adjusted and/or connected correctly, as specified in these instructions and to the user's size and ability.
- Check that the Foot Strap and its connections are not twisted or snagged before each use.
- One Spring should always be attached to the Spring Bar, except while cleaning Tracks or when resting Springs overnight.

Instructions- assembling. Read fully before you start assembling

Tools needed – 2(two) x 13mm spanners and/or socket wrench

1. Remove all items carefully from packaging and remove any wrapping from the Timber Frame. Do not cut through the wrapping and/or boxes with any sharp-knife like devices, due to upholstery and polished timber surfaces. Lay all contents flat on floor. Clear floor from all packaging materials, for safety reasons.
2. If using equipment on timber floors, please place protective felt on the feet of each leg. Purchase from a hardware.
3. Clean all surfaces:
 - i. Upholstery. Refer to the maintenance instructions below.
 - ii. Timber. Dry cloth.
 - iii. Aluminium Tracks and Wheels. Thoroughly wipe with a slightly dampened cloth.
4. Place Carriage straight down into the Timber Frame. Be careful not to damage timber.
5. Place the Rubber Stopper in the first hole of the Stopper Plate, located under the Track and near the front of the Carriage. This is the standard position.
6. If not already done, slide the Pulleys onto the Pulley Tracks that are located on the Pulley Uprights. Make sure the Spring-Loaded Pull Pin on the Pulley is facing up and the Pulley itself is below said pull pin when sliding it onto the track.
7. Bolting on the Pulley Uprights.
 - i. Place one washer onto each M8x75mm bolt. Now place each bolt through the holes on the Pulley Uprights, so the threaded ends of the bolts are now showing on the same side as the pulley track.
 - ii. Now place the Pulley Upright and Bolts through the holes on the back/head end of the Timber Frame. When you do this, the bolt's thread should now be visible inside the Timber Frame, with the Pulleys facing towards the Foot Bar end of the Reformer.
 - iii. Place onto the Bolts a M8 washer and then the hexagonal nyloc nuts. Tighten up the 4x nuts firmly using two 13mm spanners and/or sockets, until the Uprights are firmly fixed. You should see about 5mm of the bolt's thread, coming through the nut.
8. Thread a Rope through a Pulley, then through the Saddle on the Carriage, through the Cleat and down the hole. Knot the end of the Rope. Attach Hand Strap to the clips. Repeat to the other Rope.

- Fit Shoulder Pads and Hand Strap Holders into position at the head end of the Carriage. The Shoulder Pads have an offset arm/rod to allow for a wide position for broad shouldered people. Make sure the padded sides of the Shoulder Pads are facing the correct direction for the exercise.

Instructions- using and adjusting

Weight Limits.

- Carriage - 200kg maximum.
- Foot Bar - 150kg maximum.

Useful Definitions.

- Foot Bar Height: **H**- High, **M**- Medium and **L**- Low.
- Foot Bar Red Sticker: Foot Bar position when angled away from the user.
- Foot Bar Blue Sticker: Foot Bar position when angled towards the user.
- Foot Bar Track Red Arrow position: Line up the black Indexing Pins that locks the Foot Bar in place with the hole indicated by the red arrow. It's located on the top surface of the Foot Bar Tracks.
- Active Springs refers to a spring that is attached to the Spring Bar Plate with at least initial tension or more.

Notable Foot Bar Positions.

- Standard Foot Bar position: **M** Red and at the Red Arrow position.
- Jump Board: **L** Red and at the Red Arrow position, (refer to the Jump Board instructions below).

Positioning Foot Bar along the Foot Bar Tracks.

- Pull both black Indexing Knobs outwards, that locks the Foot Bar to its Foot Bar Tracks. You're now able to slide the Foot Bar up and down the Foot Bar Tracks.
- Helpful Hints: The best way to do this is by applying a slow even pulling or pushing force, to each side of the Foot Bar. Placing the Foot Bar angle to high also helps.
- Slide the Foot Bar to its required position by aligning the black Indexing Pins on the Foot Bar components, with a hole in the Foot Bar Track. Check both Indexing Pins, making sure they lock back into the holes.

Springs.

- Green- Heavy, full tension.
- Blue- Light, ½ tension.
- Yellow- Extra light, ¼ tension

Spring Bar Plate.

- Attach the spring's loop over the aligned Spring Holder, located on the Spring Bar Plate. You can use any combination of the bottom and top Holders, to achieved the desired tension for the exercise.

Shoulder Pads.

- When setting up or adjusting, the Shoulder Pads have an offset arm/rod that allows for a wider position for broad shouldered people. Make sure the padded sides of the Shoulder Pads are facing the correct direction for the exercise and are mirrored to the other side. Use the gap from the Shoulder Pad to the Head Rest as a reference.
- The pins in the Shoulder Pad arm/rod needs to locate itself all the way into the slot on the Shoulder Pad Holder.
- Generally, the standard position for the Shoulder Pads is when the pads are closer together.

Jump Board.

- Adjust the Foot Bar to the correct Jump Board position- **L** Red and at the Red Arrow position. Loosen the black Jump Board Knobs located on the outside of the Front Rail, to allow the Jump Board to fit into the Jump Board Bracket. Slot the Jump Board into the Jump Board Bracket, located on the inside of the Front Rail. Secure the Jump Board into place by tightening the Jump Board Knobs. When using the Jump Board, the Foot Bar should now be in position directly behind the Jump Board, so it's supported during use. When removing the Jump Board, loosen the Jump Board Knobs and wobble the Jump Board back and forth to help with its removal.

Stopper Plate.

- Place the Rubber Stopper in the first hole of the Stopper Plate, located under the Track near the front of the Carriage. This is its standard position. Adjust when needed to suit the user's size and ability. Always use the Reformer with the Reformer Stopper in place.
- Instruct users to softly close the Carriage up to the Stopper.
- Make sure the Stopper is not set too short for the exercise, where it gets hits within the exercises normal range of movement.

Pulley Uprights.

- Users can adjust the pulleys to different heights to suit the exercise. Use the screwheads in the pulley's tracks as a reference to set the height.

Head Rest.

- Pull the red knob that's located under the Head Rest outwards in a horizontally direction, to adjust its height. There's 3 levels in adjustment. Ensure the red knob adjustment locks back into place.

Resting Springs.

- Avoid leaving Springs expanded when Reformer is not in use. Expanded Springs will reduce the life of the Springs.
- At the end of the day or when the Reformer is not in use, you should rest the Springs. This will help prolong the life of the Springs. It's best to bring the Rubber Stopper to the first hole in the Stopper Plate, so the Springs are in initial position. Initial position is when the Spring is attached to the hook but has the least amount of expansion on the Spring. Alternately, you can remove all Springs from the Spring Bar Hooks and roll the Carriage to the back of the Reformer. This helps indicate to the user that the Springs are not connected.

Foot Platform Extender.

- Ensure the pins on the underside of the Platform Extender locates themselves into the corresponding holes on the Spring Bar Plate. Test that the Platform extender is locked into place before use.

Group Reformer Classes.

- It's highly recommended when using multiple Reformers in a class, that a safe user-to-teacher ratio is used, in order to safely guide all users.

Maintenance.

- Get equipment serviced regularly. See www.pilatesequip.com/instructions for a to most up-to-date service checklist.
- Clean all vinyl upholstery daily, as a minimum. Make sure you clean Shoulder Pads, Head Rest and Bed. Use a mixture of water and some ordinary mild "Sunlight Pure Soap", cut into little flakes and placed in a spray bottle. Clean with a towel, cloth or paper towel. NOTE: Don't use other products such as chemicals, bleach, tea tree or eucalyptus oils, alcohol wipes or methylated spirits, or detergents- as they deteriorate vinyl. Human sweat also causes vinyl deterioration. The vinyl has an antibacterial coating and doesn't need harsh cleaners.
- Check all Springs weekly. Note: If any of the below issues occur, replace Springs immediately.
 - i. Check springs by slightly stretching the Spring from the Spring's Loops or Clips at the end of the Spring, until the coils just start to open. If a small section of the Spring Barrel separates while the rest of the coils remain close, the Spring is faulty.
 - ii. Look for obvious bend/kinks in the Spring's barrel.
 - iii. Make sure that Spring's Loops haven't travelled up the Spring's coned coils.
 - iv. Check age of springs. It's recommended to replace Reformer Springs that are older than 8 years.
- Clean all Tracks and Wheels a minimum of once a week.
 - i. Clean Tracks by wiping with damp rag. Wipe the front and the back of the Tracks, by moving the Carriage back and forth. If there's built-up of dirt balls, lightly rub with a fine green Scotch-Brite pad.
 - ii. Clean Wheels by wiping with damp rag. With two fingers behind a rag and creating a nice firm pad, place the cleaning pad on the Wheel and move the Carriage back and forth. Be careful not to get your fingers caught between the wheel. If there's built-up of dirt, lightly rub with a fine green Scotch-Brite pad.
- Check Reformer regularly for any worn parts or problems. Bolts and nuts that may vibrate loose should be addressed, without delay.

Packing List.

- Timber Frame
- Carriage
- M8 washers x8
- M8x75mm bolts x4
- M8 hexagonal nyloc nuts x4
- Stopper x 1
- D-Ring Single Loop Hand Straps x 2 (1 pair)
- Ropes x2 (1 pair)
- Hand Strap Handles x2
- Pulleys + uprights x2
- Jump Board with Padding x1