

PilatesEquip™ - The Joint Workshop Pty Limited

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Reformer Instructions (Studio and Rehab) – 2001 to September 2011

This document must be read before using the equipment.

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

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

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, or to others in the vicinity of the equipment, and will immediately shorten the Spring 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

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.
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. Use a dry cloth.
 - iii. Aluminium Tracks and Wheels. Thoroughly wipe with a slightly dampened cloth.
4. Place Carriage in Timber Frame. Be careful not to damage timber.
5. Place the Rubber Stopper in the first hole of the Stopper Plate, located inside the Rail, 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 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 washer, and then the hexagonal nuts. Tighten up the 4x nuts firmly using a spanner or socket, until the Uprights are firmly fixed. Tighten the nuts until the square shaft of the bolt head, disappears into the Pulley Upright. Then place Dome Nuts on and tighten.
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.
9. Attach the Foot Strap to the smaller outer Eyebolts, on the inside of the Front Rail near the Foot Bar.

Instructions- using and adjusting

Foot Bar Height.

Four (4) positions, starting from the top - High, Medium, Low and Resting/Bottom.

Safety Catch Instructions.

Safety Catch is a two-hand operation.

- While standing in front of the Reformer, use your left hand to lift the latch by the little Black Handle. (Alternatively, you can lift the little Catches individually).
- With the right-hand holding the padded part of the Foot Bar, pull the bar up and away from you, so that the lower part of the Foot Bar slides out of the Height Adjustment Slot.
- Gently lower the Catch
- With the free left-hand locate the lower part of the Foot Bar into the desired slot, assuring the catching mechanism is in the locked position. Test by looking at the mechanism and lifting the padded Foot Bar.
- Note: Reverse the above actions if sitting on the machine.

Spring Bar

Place the spring bar into the middle gear slot (standard position).

Jump Board

Adjust the Foot Bar to the correct Jump Board position- Low position/ 3rd slot down. Loosen the Black 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 2 Black 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 Black Knobs and wobble the board back and forth to help with its removal.

Stopper Plate

Place the Rubber Stopper in the first hole of the Stopper Plate, located inside the Rail 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.

Spring Tensions

- Green- Heavy, full tension
- Red- Medium, $\frac{3}{4}$ tension
- Blue- Light, $\frac{1}{2}$ tension
- Yellow- Extra light, $\frac{1}{4}$ tension

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.

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. Place rag on Wheel and move the Carriage back and forth. 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 lose should be addressed, without delay.

Packing List

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| <input type="checkbox"/> Timber Frame | <input type="checkbox"/> D-Loop Hand Straps x 2 |
| <input type="checkbox"/> Carriage | <input type="checkbox"/> Ropes x 2 |
| <input type="checkbox"/> 5/16" washers x 4 | <input type="checkbox"/> Pulleys Uprights x 2 |
| <input type="checkbox"/> 5/16" x3" bolts x 4 | <input type="checkbox"/> Jump Board (not padded) x1 |
| <input type="checkbox"/> 5/16" nuts x 4 | |
| <input type="checkbox"/> 5/16" dome nuts x 4 | |
| <input type="checkbox"/> Rubber Stopper x 1 | |
| <input type="checkbox"/> Foot Strap x 1 | |

Optional Extras

- Padding for the Jump Board
- Reformer Conversion Mat Pre Sept 2011