# Purpose Statement

The purpose of the orientation is to familiarize members with the equipment and to ensure members are proficient when using exercise equipment to increase overall wellness and decrease risk of injury.

## Exercise Basics

Components of a workout, CDC exercise recommendations

## Anthropometric Measurements

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# Exercise Basics

## Components of a workout

1. **Warm-up**
   - One could carry out a conversation while warming up
2. **Workout**
   - This is the bulk of the workout, 85-90% of total workout
3. **Cool-down**
   - One could carry out a conversation while warming up
4. **Stretch**
   - Choose stretches that target many different muscles that were active during the workout

## ACSM recommendations

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<th>Muscle-Strengthening Activities</th>
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<td>Adults 18-64 yr.</td>
<td></td>
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<tr>
<td>Inactive</td>
<td>60-150 min/wk.</td>
<td>Light (1.1-2.9 METs) to Moderate (3.0 to 5.9 METs)</td>
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<tr>
<td>Active</td>
<td>150-300 min/wk.</td>
<td>Moderate (3.0 to 5.9 METs)</td>
<td>≥1</td>
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<td>Highly Active</td>
<td>&gt;300 min/wk.</td>
<td>Moderate (3.0 to 5.9 METs)</td>
<td>2 or 3</td>
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<td>Older adults ≥65 yr.</td>
<td>150 min/wk.</td>
<td>Light (RPE =3 or 4) to Moderate (RPE=5 or 6)</td>
<td>5 days/wk.</td>
</tr>
<tr>
<td>Inactive</td>
<td>150-300 min/wk.</td>
<td>Moderate (RPE=5 or 6)</td>
<td>≥3 days/wk.</td>
</tr>
<tr>
<td>Active</td>
<td>150-300 min/wk.</td>
<td>Moderate (RPE=5 or 6)</td>
<td>≥1</td>
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All adults should stretch to maintain flexibility for regular physical activity (PA) and activities of daily living (ADLs)

Older adults should stretch to maintain flexibility for regular PA and ADLs. ≥3 days/wk. balance
Anthropometric Measurements

**Height**

Steps to obtaining an accurate height

1. Respect the privacy of the subject and obtain the height in a private area
2. Instruct subject to remove their footwear
   a. Note that in the illustration, the male subject is wearing shoes, which is incorrect
3. Have subject stand with their back facing the scale with their heels all the way back
4. Instruct the subject to “stand tall” and face forward with the back of their head touching the stadiometer
5. Slowly guide the stadiometer arm downward until the arm touches the top of the subjects head
   a. Make sure the stadiometer arm is parallel with the floor
6. Record the height immediately
Weight

Steps to obtaining an accurate weight

1. Respect the privacy of the subject
   a. Obtain the weight in a private area, close a door or shut the blinds
   b. Never project a negative attitude about a person’s weight, be positive
2. Have subject take shoes off and any large sweatshirt or coat
   a. Remove objects from pockets e.g. cell phone, keys, change etc.
3. Ensure the scale is at zero before a subject steps on
4. Ensure the scale is lying on a flat surface
5. Have subject slowly step in the middle of the scale
   a. Make sure the subject’s entire foot is on the scale
6. Instruct subject to not move for a few moments and record their weight immediately
Weight Machines

Assisted Pull-Up

Muscles Involved
- Latissimus dorsi
- Infraspinatus
- Rear deltoid
- Biceps
- Middle and lower trapezius
- Teres major and minor

Adjustments
- Weight pin

Movement
- Pulling the body upward with the arms
- Lowering of the body with the arms

Posture
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back

Special Considerations
- VERY IMPORTANT!! → Adding weight makes the exercise easier and
  Removing weight makes the exercise more difficult

Entering the Assisted Pull-up
- Be sure to select a weight that is realistic, if there is any doubt, always add more weight first and take weight off after.
- Once weight is selected, step onto support foot holds and grab the pull-up bar
- Slowly raise a bent knee onto the blue pad, while support one’s weight with the arms, followed by the other bent knee being brought onto the blue pad.
- Slowly lower one’s body until arms are fully extended or slightly bent, at this point, pull with the arms until, the chin is pulled over the pull-up bar.

Exiting the Assisted Pull-up
- Allow the blue pad to come to the highest position by pulling upwards with the arms.
- Then, lower one knee from the blue pad and place that foot onto the footholds, followed by the opposite foot.
**Leg Extension**

**Muscles Involved**
- Quadriceps
  -- Rectus Femoris
  -- Vastus Lateralis
  -- Vastus Intermedius
  -- Vastus Medialis

**Adjustments**
- Yellow weight pin ➔ Increases and decreases the amount of weight
- Yellow seat pin ➔ Moves back of seat forwards and backwards

**Movement**
- Extension of leg

**Posture**
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back
- Subject should tilted hips backwards into the back of seat

**Special Considerations**
- Be sure to adjust the seat so the subject’s knees are in line with the black rotation circle when seated
- During contraction, be sure the subject stays in contact with the seat
  *Subjects tend to raise hips when lifting a heavier weight*

**Entering the Leg Extension**
- Be sure the seat back is correctly adjusted to subject’s height
- Adjust yellow weight pin to desired weight
- Have subject sit in the seat, then maneuver the right leg behind the foam roller pad followed by the left leg
  *For some it may be easier to enter machine by maneuvering their legs into position first*
**Leg Curl**

**Muscles Involved**
- The three hamstring muscles of the upper legs
  -- Semitendinosus
  -- Semimembranosus
  -- Biceps Femoris

**Adjustments**
- Yellow weight pin → Increases and decreases the amount of weight
- Yellow knee pad lever → Raises and lowers knee pad
- Yellow seat pin → Moves back of seat forwards and backwards

**Movement**
- Flexing/curling of the lower leg towards the body

**Posture**
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back
- Subject should tilt hips backwards into the back of seat

**Special Considerations**
- Be sure to adjust the seat so the subjects’ knees are in line with the black rotation circle when seated
- Optimal knee pad position is immediately above the patella
- During contraction, be sure the subject stays in contact with the seat
  * Subjects tend to raise hips when lifting a heavier weight

**Entering the Leg Curl**
- Be sure the seat back is correctly adjusted to subjects’ height
- Adjust yellow weight pin to desired weight
- Adjust the knee pad to the highest position
- Have subject sit in the seat, then maneuver the right leg above the foam roller pad followed by the left leg
- Then, have the subject adjust knee pad as far down as the subject feels comfortable
  * The knee pad should be snug to reduce unwanted movements
Leg Press

Muscles Involved
- Quadriceps
  -- Rectus Femoris
  -- Vastus Lateralis
  -- Vastus Intermedius
  -- Vastus Medialis
- Gluteals
- Hamstrings
  -- Semitendinosus
  -- Semimembranosus
  -- Biceps Femoris
- Gastrocnemius

Adjustments
- Yellow pin located under the seat → Raises and lowers the seat
- Yellow weight pin → Increases and decreases the weight lifted

Movement
- Lowering of body with one’s legs
- Pressing one’s body upward with legs

Posture
- Back of head resting on back pad
- Hand should grasp seat handles
- Keep chest pushed forward, making sure not to have a forwardly curved back
- Tilt hips backwards towards the back pad

Special Considerations
- Be sure the knees of subject don’t go too far above the toes, as it can cause knee pain
- Tell subject to push with the entire base of their foot, not just toes or heels

Entering the Leg Press
- First, adjust the yellow weight pin to desired weight to be lifted
- Next, using the yellow seat pin, be sure the leg press seat is adjusted back far enough away from the foot plate so the subject can enter the machine. I.e. not to close that the subject can sit in the seat
- Then, instruct subject to sit in the leg press seat and place feet flat on the foot plate about shoulders width or a little bit wider
- Once seated, have the subject locate the yellow lever under the seat with their left hand and pull the seat pin upward to adjust the seat as far down as the subject feels comfortable
  * Low seat height helps to ensure full range of motion
- Once, the seat is locked into place, subject can perform the exercise
Leg Abductor/Adductor

Muscles Involved

**Adductors**
- Pectineus
- Gracilis
- Adductor brevis, longus and magnus

**Abductors**
- Tensor Fascia Latae
- Gluteals

Adjustments

- Yellow weight pin → Increases and decreases the weight lifted
- Yellow swing arm pin → pivots the swing arm outward or inward

Movement

- Adducting or squeezing the legs together
- Abducting or pushing outwards with the legs

Posture

- Keep chest pushed forward, making sure not to have a forwardly curved back
- Tilt hips backwards towards the back pad

Special Considerations

- None

Entering the Leg Abductor

- Select desired weight by moving the yellow weight pin
- Sit in the machine chair the knee pads on the outer side of the knee
- Adjust the swing arm with the yellow pin to the most inner pin hole, then push outwards against the knee pads.

Entering the Leg Adductor

- Select desired weight by moving the yellow weight pin
- Sit in the machine chair the knee pads on the inner side of the knee
- Adjust the swing arm with the yellow pin to the most inner pin hole as possible, then push inwards against the knee pads.
Rotary Torso

Muscles Involved
- External Oblique muscles

Adjustments
- Yellow weight pin ➔ Increases and decreases the amount of weight
- Yellow swing-arm pin ➔ Rotates upper swing-arm to increase or decrease range of motion and to change direction of exercise.

Movement
- Keep hips tilted backwards and “snug” against the seat and seat back pad
- Rotation of the torso.

Special Considerations
- Subject must do all repetitions on one side of the body prior to performing repetitions for the opposite side
- Subject’s head should move with the torso

Entering the Rotary Torso
- Select desired weight by moving the yellow weight pin
- Sit in machine chair and adjust yellow swing-arm by pulling the pin and rotating the upper swing arm to the left or right as far comfortable as the subject can handle.
  *This will help ensure full range of motion*
- Then the subject will rotate their upper body only until repetitions are complete.
- At this point, the subject should adjust the swing arm to the opposite side and complete the same number of repetitions as the other side.
Triceps Extension

Muscles Involved
- Triceps

Adjustments
- Yellow weight pin ➔ Increases and decreases the amount of weight
- Yellow seat pin ➔ Raises and lowers seat

Movement
- Extending the arm at the forearm away from the body

Posture
- Slightly leaning forward with the chest pushed forward and shoulders back, making sure not to have a forwardly curved back
- Keep hips tilted backwards and “snug” against the seat and seat back pad

Special Considerations
- Chest should be touching the “upper arm resting pad”, almost pushing against it
- The entire posterior aspect of the upper arm should be on the “upper arm resting pad”, not just the elbow
- During the triceps extension, the subjects face should be very close to hand grips

Entering the Triceps Extension
- Adjust lever arm backwards using the yellow arm pin
- Adjust yellow weight pin to desired weight
- Adjust yellow seat pin to desired seat height
- Enter machine from the side making sure that the subject’s entire body is stable when seated, except the forearm
Shoulder Press

Muscles Involved
- Deltoids
- Triceps

Adjustments
- Yellow weight pin → Increases and decreases the amount of weight
- Yellow seat pin → Raises and lowers seat height

Movement
- Flexion of shoulders and triceps resulting in a pressing upwards movement of the lever arm

Posture
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back
- Subject should tilt hips backwards into the back of seat

Special Considerations
- Seat should be adjusted so that subject can perform the lift properly, which means that during the eccentric or loading phase, the upper arm should go below parallel without the weights touching one another or clanking
- Be sure the subject’s back does not arch so the torso does not bulge forward
- Subjects with previous shoulder issues or injuries should start with lighter weights and they should be referred to the neutral grip as opposed to the overhand grip

Entering the Shoulder Press
- Be sure the seat is adjusted to subject’s height
- Adjust yellow weight pin to desired weight
- Have subject sit in seat and find the hand position that is most comfortable
Chest Press

Muscles Involved
- Pectorals
  -- Pectoralis Major
  -- Pectoralis Minor
- Triceps

Adjustments
- Yellow weight pin ➔ Increases and decreases the amount of weight
- Yellow seat pin ➔ Raises and lowers seat height

Movement
- Pushing away from the body, with subject’s forearms and upper arm close to parallel with the floor

Posture
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back
- Subject should tilt hips backwards into the back of seat
- Elbows should be in line with shoulders, almost parallel with the floor, forming a straight line between the elbows and shoulders

Special Considerations
- There are two different hand positions
  -- Overhand grip ➔ Most subjects should use this grip
  -- Neutral grip ➔ Subjects with shoulder issues can use this grip, it does not expose the shoulder as much and provides a safe alternative to the overhand grip

Entering the Chest Press
- Be sure the seat is adjusted to subject’s height
- Adjust yellow weight pin to desired weight
- Have subject sit in seat and find the hand position that is most comfortable
Seated Row

Muscles Involved
- Latissimus dorsi
- Rear deltoid
- Biceps
- Rhomboids
- Trapezius
- Rotator cuff muscles
- Small back muscles → erector spinae

Adjustments
- Yellow weight pin → Increases and decreases the amount of weight
- Yellow foam knee pad pin → Raises and lowers the foam knee pads

Movement
- Pulling in a backwards plane with arms almost parallel to the floor towards the middle of the chest

Posture
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back
- Subject should tilt hips backwards
- The lower leg should be somewhat extended in front of subject, near or on the foot plates
- Subject should use a neutral grip i.e. palm of hands should be facing one another
- Their back should be perpendicular to the floor
  *While performing the exercise, there is a tendency to lean back when there is a high effort level, it is important for the subject to keep a stable torso and not use a lean back motion to assist them with the exercise

Special Considerations
- Subjects should start their pulling motion with their elbows pointing backwards, not outwards

Entering the Seated Row
- Be sure the foam knee pad is in the raised position so subject can fit their legs under it
- Adjust yellow weight pin to desired weight
- Sit with the knees under the knee pad and feet forward
- Lean forward and grab the “A” or “V” shaped bar, then return to correct posture
Free Weight Exercises

**Barbell Bench Press**

**Muscles Involved**
- Pectorals
- Triceps

**Adjustments**
- Barbell rungs

**Movements**
- Pressing the bar in an upwards motion with a straight line forming between the elbows and shoulders away from the chest
- Lowering the bar in a downwards motion to the chest

**Posture**
- Lying on one’s back on the flat bench with feet on the floor
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back

**Special Considerations**
- A spotter is required for this exercise
- Position the subject so when they are lying on their back, the bar is directly above their head so they don’t have to reach too far back to first lift the bar
- Clips/clamps are also required to be positioned at each side of the bar
- The bar weighs 45 pounds
- Do not bounce the bar off the chest

**Performing the bench press**
- Add or remove weight plates until desired weight is reached, then position security clips
- Have subject lie down on bench and adjust their position until the bar is above their head
- Have subject find a handgrip that is comfortable for them. Not to narrow or wide; when elbows and shoulders make a straight line parallel to the floor, the wrists should be almost directly above the elbow nearly forming a 90 degree angle between the upper and lower arm
- Have the subject lower the bar slowly and steadily for about 2 seconds and lightly touch their chest or a rolled up towel if they prefer. Then, the subject should press or push the bar upwards at a steady state for about 1 ½ seconds
- When all reps have been completed, the spotter should assist by grabbing the bar and ensuring it is safely in position
Barbell Squat

Muscles Involved
- Quadriceps
- Gluteals
- Hamstrings
- Calves
- Abdominals
- Back muscles

Adjustments
- Barbell rungs

Movement
- Squatting in a downwards motion
- Raising or standing of the entire body by pushing with one’s feet against the floor

Posture
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back
- Subject should tilt hips backwards and engage their core to stabilize their trunk
- Knees should not pass in front of the tips of the toes
- Subject can look up to help the pushing outward of the chest and keeping the shoulders back
- Feet should be flat on the ground with most of the weight distributed to the heel, not the ball
- Feet should be a little wider than shoulder width with toes facing forward or slightly outward

Special Considerations
- A spotter is required for this exercise
- Clips/clamps are required to be positioned at each side of the bar
- Subject can use the bar pad to make it more comfortable.
- The upper legs should be parallel with the floor when at the lowest depth before the upward motion begins
- Always use the safety rails in case of a failed repetition

Entering the Squat
- First, be sure the barbell rungs are at a height that the subject can lift the bar off of the rungs
- Add or remove weight from the ends of the bar until desired weight is reached and add clamps
- Have subject enter the the squat rack and position the barbell on the back of their lower neck
  -- Ensure the subject is in the center of the bar so that the weight is balanced
- Instruct the subject to lift the bar off of the rungs and slowly move backwards a few small steps, but not too far to where they are not above the safety rails
- Instruct the subject to slowly and steadily squat down for about 2 seconds until their upper legs are parallel with the floor. Then, the subject should press or push the bar upwards at a steady state for about 1 ½ seconds
- When all repetitions are completed, the spotter should assist the subject by guiding the bar back onto the rungs
Incline Press

Muscles Involved
- Pectorals
- Triceps

Adjustments
- Barbell rungs
- Bench back and seat

Movement
- Pressing directly upwards away from the chest
- Lowering of the bar directly downwards towards the chest

Posture
- Lying on one’s back on the flat bench with feet on the floor
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back
- Keep hips tilted back in the seat

Special Considerations
- A spotter is required for this exercise
- Clips/clamps are also required to be positioned at each side of the bar
- The bar weighs 45 pounds
- Do not bounce the bar off the chest

Entering the Incline Press
- Add or remove weight plates until desired weight is reached, then position security clips
- Have subject sit on bench and adjust their position until the bar is slightly behind their head
- Have subject find a handgrip that is comfortable for them. Not to narrow or wide; when elbows and shoulders make a straight line parallel to the floor, the wrists should be almost directly above the elbow nearly forming a 90 degree angle between the upper and lower arm
- Have the subject lower the bar slowly and steadily for about 2 seconds and lightly touch their chest or a rolled up towel if they prefer. Then, the subject should press or push the bar upwards at a steady state for about 1 ½ seconds
- When all reps have been completed, the spotter should assist by grabbing the bar and ensuring it is safely in position
Dumbbell Lunge

**Muscles Involved**
- Gluteals
- Hamstrings
- Quadriceps
- Calves
- Forearm muscles
- Abdominal muscles

**Adjustments**
- None

**Movement**
- Forward stepping and sinking motion
- Backwards stepping motion to a standing position

**Posture**
- Normal standing position with feet close together
- Keep the torso stable by engaging the core while stepping forwards and pushing backwards
- The subject should not lean over with their upper body, it should remain perpendicular to the floor throughout the exercise

**Special Considerations**
- Be sure the knee does not go further forward than the toe
- Be sure the subject does not lean backwards when performing the backwards step

**Performing the Dumbbell Lunge**
- Select desired weight
- Stand with feet close together
- Slowly and in a controlled movement, take a large step forwards while simultaneously lowering one’s hips until the upper leg is parallel with the floor
- Then the subject will press against the floor with their forward foot to raise the torso to standing position
Barbell Bent-over row

Muscles Involved
- Trapezius
- Rhomboids
- Latissimus dorsi
- Posterior deltoid
- Biceps
- Teres major and minor

Adjustments
- None

Movement
- Raising a barbell while in a bent over position
- Controlled lowering of a barbell in a bent over position

Posture
- Feet should be shoulders width apart or a little wider with knees slightly bent
- Subject should bend at the waist to at least a 45 degree angle
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back by engaging the core
- Subject should tilted hips backwards

Special Considerations
- Subject should not “bob” or bend forward to assist them in lifting the weight
- It is very important to keep a stable torso and avoid a forward curved back throughout the exercise

Performing the bent over row
- Select desired weight
- Stand with at shoulders width or a little wider with knees slightly bent
- Bend at waist into stable position
- Pull bar towards middle of the torso, leading with the elbows
- Lower bar in a controlled manner
- Be sure to keep a stable torso throughout the entire exercise
Dumbbell Upright Row

Muscles Involved
- Trapezius
- Levator scapula
- Deltoids
- Biceps

Adjustments
- None

Movement
- Raising the weight in an upwards motion, leading with the elbows
- Controlled lowering of the weight

Posture
- Feet shoulders width apart
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back

Special Considerations
- None

Performing the upright row
- Select desired weight
- Stand in proper position
- Raise the weight by pulling with arms and leading with the elbows until the weight is at the chest
- Lower the weight with control
Barbell calf raises

Muscles Involved
-Gastrocnemius

Adjustments
-None

Movement
-Raising the heels by pushing against the floor with the balls of the feet
-Lowering of the heels in a controlled manner

Posture
-Feet shoulders width apart
-Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back

Special Considerations
-None

Performing the upright row
-Select desired weight
-Stand in proper position
-Subject should push with the balls of their feet against the floor to raise their heels as far upwards as they can
-Subject should lower their heels in a controlled manner until their feet are flat on the floor
Dumbbell step-ups

Muscles Involved
- Quadriceps
- Gluteals
- Hamstrings
- Gastrocnemius

Adjustments
- Box size

Movement
- Upwards stair-stepping motion
- Downwards and backwards stair-stepping motion

Posture
- Feet shoulder width apart
- Subject should have flat back with chest forward and shoulders back, making sure to avoid a forwardly curve back

Special Considerations
- The entire foot should always be on the box, never step on the box with only the anterior portion of the foot
- The knee should never be raised above the hips, if they are, a smaller box is required

Performing the step-up
- Select desired weight
- Stand in proper position about 4 inches away from the box
- Have subject step with one foot onto the top of the box and push downward so they raise their body and other foot onto the box
- Then have subject lower body onto ground by stepping off the back of the box in a controlled manner
Cardio Equipment

For most accurate results for calories burned, be sure to enter your age and weight.

Treadmill
--Programs → automatically adjust speed and incline to help you get the most out of your workout
-“go” start
-Rolling hills
-Fat burn

-5k
-Fitness test
-Target HR → 220-Age

--Virtually active feature → Run in the Rockies or in France
--Safety clip to clothing and emergency stop button
--Upon completion of the programmed workout, a cool down will automatically begin but if in ‘go’ mode, one must press the cool down button upon completion of the workout.
Bike

--Programs → automatically adjust speed and incline to help you get the most out of your workout

-“go” start
-Training Workouts
-Fat burn

-Constant Watts
-Fitness test
-Target HR → 220-Age

--Virtually active feature → Bike in the Rockies or in France
--Upon completion of the programmed workout, a cool down will automatically begin but if in ‘go’ mode, one must press the cool down button upon completion of the workout.

ARC Trainer

-Press quick start
 or
-Workouts → Weight loss, strength, cardio, power, shaping and fitness

AMT (Adaptive Motion Trainer)

--Start peddling for the screen to turn on
--Programs → automatically adjust speed and incline to help you get the most out of your workout

--Press quickstart
 or
--Workouts → Lose weight, Be fit, push performance
 or
--Go → this selects the featured workout

*Adjust the strides to level 1 for short strides or up to level 5 for long strides
*Choose to climb and use the AMT like a stair stepper

Row Machine

-Do a basic workout for “Time” by entering in the desired workout time
-Have a race by selecting the “Race” button and entering the desired distance in meters
-Train smarter by selecting the “Train” button and work on pacing

*Adjust the resistance via the knob on the center beam beneath the screen.
Stair Stepper
--Programs→ automatically adjust speed and incline to help you get the most out of your workout

-“go” start
-Manual
-Constant watts
-Target Heart Rate

--Virtually active feature→ Run in the Rockies or in France
--Upon completion of the programmed workout, a cool down will automatically begin but if in ‘go’ mode, one must press the cool down button upon completion of the workout

Elliptical
--Start peddling for the screen to turn on
--Programs→ automatically adjust speed and incline to help you get the most out of your workout

--Press quickstart
 or
--Workouts→ Lose Weight, be fit, get toned, push performance or test your fitness
 or
--Go→ this selects the featured workout form the main screen.

Arm Ergometer
-Adjust arm position by pushing the yellow lever and sliding the cycle arm to desired position