



## **Fitness Center Manual**

### **Fitness Room Rules:**

- PLEASE DO NOT MOVE THE MACHINES!
- NO outside shoes allowed in any of the fitness areas.
- PLEASE sanitize machines before and after use.
  - Make sure to spray on towels and NOT directly on the machines.
- Pick up anything that may be tripped over to keep our members and equipment safe.
- Make sure free weights are put back in proper order when you are done using them.
- When getting off our equipment, DO NOT pull yourself off using the handles of machines.
- Lockers are available to use in your time here.
  - Nothing can be left in lockers overnight and you may bring your own lock in if you would like.
- HAVE FUN!!!

- **Leg Press:**

- **Key things:**

- Adjust seat to your needs. To adjust seat, pull up on round knob on the back of the machine and hold it up and pull up or push down until it is at desired height then let the knob go to complete this change.
    - **Weight:** use pin and place it in the hole next to the desired weight (weight goes up by 15 pounds on this machine). If you only want to add 7.5 pounds push the +7.5 button at the top.
    - **SLOW** movement on the way down.
    - When having your feet flat against the foot platform, keep knees soft. **DO NOT LOCK KNEES!**
    - Hold hands on side bars.
    - Make sure to keep back straight against the back rest.

- **Different ways to use machine:**

- Flat feet against foot platform and push off with your feet (think about pushing your back against the seat). This will be working your glutes and quadricep muscles.
    - \*Slide your feet down so only your toes are on the foot platform and gently push off with your toes. This will be working your calf muscles. (Do this movement also with your toes facing inward and outward to work all sides of the calf muscles).

- \*For this movement only: Keep legs straight and lock knees



- **Bicep Curl Machine:**

- **Key Things:**

- Grab handles and sit back on the seat.
    - Sit so your chest is pressed against the front pad and keep elbows and arms on pad.
    - Use handles and curl them toward your shoulders. **SLOWER** movement on the way down.
    - Keep back nice and straight.
    - This movement will be working your bicep muscles.
    - **Weight:** read charts on machine on increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.



- **Tricep Machine:**

- **Key Things:**

- Don't lift your shoulders through movement - do not lock out elbows.
    - Push down. Slowly return arms and keep elbows back and tucked; return arms to 45-degree angle.
    - Make sure to keep your back straight against the back rest.
    - This movement will be working the back of your arms or your tricep muscles and your shoulder muscles.  
**SLOWER** movement on the way up.
    - **Weight:** read charts on machine increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.





- **Seated Chest Press Machine:**

- **Key Things:**

- Make sure to keep back straight against back rest.
    - Keep elbows at a 45 degree angle.
    - Once seated and have elbows at a 45 degree angle push forward using the handles.
    - This movement will be working your chest and shoulder muscles. **SLOWER** movement on the way back keeping shoulders down.
    - **Weight:** read charts on machine increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.



- **Seated Row Machine:**

- **Key Things:**

- Keep your back **STRAIGHT!** Do NOT hyperextend back. Pretend you have a metal rod down your spine.
    - Grab with neutral grip and pull the handles toward your chest.
    - **SLOWER** movement throughout exercise.
    - This movement will be working your back muscles.
    - **Weight:** read charts on machine increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.



- **Lat Pulldown Machine:**

- **Key Things:**

- Grab handles and then sit down with thighs under cylinder pads.
    - Sit with a neutral spine and pull down with handles.
    - Do not lock out elbows.
    - **SLOWER** movement on the way up.
    - **Weight:** read charts on machine increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.

- **Different ways to use machine:**

- Pronated grip (palms facing away from you). This will be working more of your back muscles and shoulder muscles
    - Supinated grip (palms facing toward you). This will be working your back muscles as well as your biceps.





- **Shoulder Press Machine:**

- **Key Things:**

- Keep elbows at a 45-degree angle.
    - Keep back straight against the seat.
    - Use a neutral grip on the handles.
    - Push handles above head or as far as you can go.
    - Do not **LOCK OUT ELBOWS** and do not raise your shoulders.
    - **SLOWER** movement on the way down.
    - This will be working your shoulder muscles.
    - **Weight:** read charts on machine increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.



- **Back (Nautilus) Machine:**

- **Key Things:**

- Make sure you sit all the way back in seat--glutes touching the back.
    - Make sure the top pad rests on upper to mid back but does not pass your shoulders onto your neck.
    - Keep feet flat on foot platform.
    - Have your hands/arms in a comfortable position.
    - Gently lean all the way back and gently come forward.
    - **Weight:** weight goes up by 10-pound increments on the left side and 1-pound increments on the right side. Use pin and place it into the desired weight.





- **Leg Extension Machine:**

- **Key Things:**

- Feet go under the cylinder pad.
    - Sit with back straight to the back rest.
    - Keep hands on side handles for stabilization.
    - Extend legs up and down. **SLOWER** movement on the way down.
    - This exercise will be working your quadriceps muscle group.
    - **Weight:** weight goes up by 10-pound increments on the left side and 1-pound increments on the right side. Use pin and place it into the desired weight.





- **Abdominal Machine:**

- **Key Things:**

- Think about moving your body rather than pulling on the handles - the handles are just there to support you.
    - Make sure to keep your back straight. Pretend you have a metal rod down your spine.
    - Keep chest up and look ahead at a spot on the floor.
    - **Weight:** read charts on machine increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.

- **Different ways to use machine:**

- **Sit straight with back against the seat:** take both handles in each hand about mid-way up the handles using neutral grip. Hold the handles to your body and hinge at your hips. Keep chest up and neutral spine as you go up and down.
    - **Sit on the side of seat:** while sitting sideways, grab one handle and bring it close to your chest with both hands. Slowly bend your side and come back up slowly. Repeat on both sides of the body.



- **Leg Curl Machine:**

- **Key Things:**

- Your legs go over the cylindrical pad.
    - Make sure to keep your back straight. There is no back rest!
    - When ready to start, push the button on the top pad. Then the pad will flip onto your legs with the handles pointing to the ceiling. Grab handles and begin your exercise.
    - **SLOWER** movement on the up.
    - This exercise will be working your hamstring muscle group.
    - **Weight:** read charts on machine increasing resistance/weight. When adding weight from left to right, press all buttons through your desired resistance.

- **Different ways to use machine:**

- Have your feet neutral.
    - Have your toes pointed.
    - Have your feet flexed.



- **Hip Adductor and Abductor Machine:**

- **Hip Abductor Key Things:**

- Place feet on foot platforms with pads facing inwards on the lateral side of legs.
- Pull knob on the bottom left side of machine and close your hips together until it is at the #1; then lock it in place by dropping the knob.
- Slowly open and close your hips to complete exercise.
- This exercise will be working the glutes.
- **Weight:** use pin and place it in the hole next to the amount of weight you would like to use. Weight goes up by 15 pounds on this machine. If you only want to add 7.5 pounds, push the +7.5 button at the top.

- **Hip Adductor Key Things:**

- Place feet on foot platforms with pads facing outwards on the medial side of legs.
- Pull the knob on the bottom left side of machine and open your hips out as far as you can and place the knob down when done.
- Slowly close and open your hips to complete exercise.
- This will be working your inner thigh muscles and hamstring muscles.
- **Weight:** use pin and place it in the hole next to the amount of weight you would like to use. Weight goes up by 15 pounds on this machine. If you only want to add 7.5 pounds, push the +7.5 button at the top.





Hip Abductor



Hip Abductor



Hip Adductor



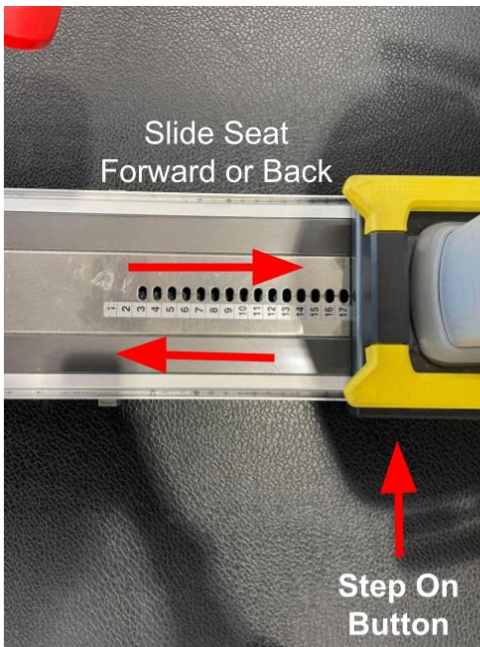
Hip Adductor



- **Scifit Latitude Lateral Machine:**

- **Key Things:**

- To adjust the seat, place one or both feet on the yellow arrow buttons on the bottom front of machine and pull yourself forward and back to your liking.
    - To move seat up and down, grab bar in front of the seat.
    - To move seat side to side, grab front handle on either side of machine and swing seat around.
    - To lean back, grab short handles in back of seat on either side of machine and lean back as you pull handle up.
    - Once machine is adjusted, put feet on foot pedals and start pushing your legs left to right to start machine.
    - Once you get your legs moving, you can hit Quick Start, which is the green button on the machine. It will start the machine and track different things about your workout.
    - Once you hit Quick Start you can increase your intensity by using the blue arrows just below the screen. Push the up arrow to increase intensity and push the down arrow to decrease intensity.
    - There are also different workouts you can choose from. Just press the button of which one you would like to do.
    - You can also alternate movements by going both directions.
    - **Reminder: there is only a 20-minute maximum on each cardio machine.**





- **Recumbent Bike:**

- **Key Things:**

- To adjust seat forward or back, use lever to adjust the machine. Lift lever up and move your seat forward to move closer and move your seat backwards to move seat back.
    - Once seat is adjusted to your liking, put feet on pedals and start pedaling as if you were riding a bike.
    - Once you get pedaling on the bike, you can press the Start button on the screen above and it'll track your workout. There are also different workouts you can choose from. Just press the button of which one you would like to do.
    - **Reminder: there is only a 20-minute maximum on each cardio machine.**

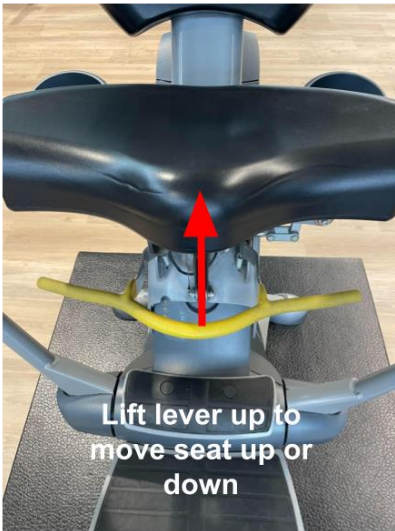


- **Recumbent Elliptical:**

- **Key Things:**

- To adjust seat, use the lever in front of the seat to move the seat up or down to your liking.
    - To lean back of seat back, pull up on lever on the side and push it back more or push seat forward to lean closer.
    - Once seat is adjusted, sit down and put feet on the foot pedals.
    - You can use the handles to pump your arms as well, or use the side handles at the side of your seat if you prefer not to use your arms.
    - If you want to just work your arms, you can put your feet up on the pedals above.
    - Once you start moving, press Quick Start.
    - If you want to increase intensity, use the up arrow and to decrease intensity, use the down arrow.
    - When done exercising, machine will turn off automatically.
    - **Reminder: there is only a 20-minute maximum on each cardio machine.**





- **Standing Elliptical:**

- **Key Things:**

- Put feet on foot pedals and grab handles for support.
    - Start moving your feet as if you were running or walking.
    - Once you start moving your feet, press the Quick Start button to start workout.
    - Use the up and down arrows to increase or decrease intensity under the heading intensity.
    - Use the up and down arrows to increase or decrease incline under the heading incline.
    - **Reminder: there is only a 20-minute maximum on each cardio machine.**



- **NU Step:**
  - **Key Things:**
    - To adjust seat forward or backwards depending on height, grab the lever located in front of the seat, lift lever and pull yourself forward to move closer or pull yourself back to move back.
    - To swivel chair to side, grab lever located at the back of the seat, lift lever and swivel chair left or right to be able to get in and out of machine for wheelchair accessible members.
    - To adjust handles, turn knobs located on the handles until they are loose; once they are loose, you can slide the handles up or down making them longer or shorter.
    - Once machine is adjusted to your liking, sit in seat of NU step machine, and put your feet on the foot pedals.
    - Grab handles and start using them to assist you in stepping on machine.
    - Once you start stepping, the machine will start automatically.
    - To increase intensity, grab knob located on the bottom right side of machine and move it forward. To decrease intensity, do the same thing but move the knob backwards.
    - **Reminder: there is only a 20-minute maximum on each cardio machine.**

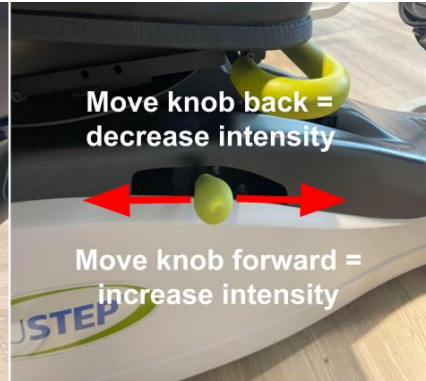




Moves Seat Forward or Back



Swivels Chair



Move knob back = decrease intensity

Move knob forward = increase intensity



Pull Handles out to liking

Unscrew knob to be able to adjust handles

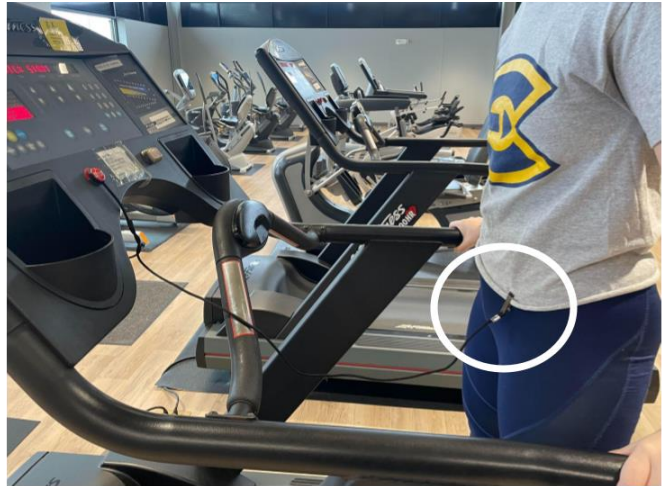


- **Treadmill:**

- **Key Things:**

- Make sure to stand on the sides before stepping on to treadmill.
    - **Place the clip that is in the cup holder on the left side anywhere on your shirt as a safety precaution.**
    - Press Quick Start when ready to start exercise.
    - Once treadmill is moving at a slow pace, step on to the treadmill and start your exercise.
    - To increase or decrease speed, use the up and down arrows under the speed heading.
    - To increase or decrease incline, use the up and down arrows under the incline heading.
    - **Reminder: there is only a 20-minute maximum on each cardio machine**





- **Rowing Machine:**

- **Key Things:**

- Slide seat back carefully. Always know where the seat is - it moves on its own.
    - Sit on seat and put your feet in the foot platforms.
    - To tighten straps around feet, pull up on triangular parts of the straps.
    - Once tightened, grab rowing handle and start moving - machine will start automatically.
    - Make sure to keep back straight during this exercise and pull the handle to your chest.
    - This machine will be working your back muscles.
    - To increase resistance/intensity, push lever in the front away from you. To decrease the resistance/intensity, pull lever toward you.
      - If using older machine to increase intensity, use the wheel.
    - To get out of machine when done, press and hold down the buttons on the outside part of the foot platforms. Pull straps upwards and slide feet out of foot platforms.



- **Health Rider:**

- **Key Things:**

- Stand over seat, grab handles and pull them towards you.
    - While holding the handles toward you, put your feet on the pedals.
    - You can use a pronated grip or supinated grip to work out different parts of the body.
    - Gently start pulling the handles toward you and away from you to begin exercise.
    - Once you get moving, the machine will start automatically.
    - This machine will be working the full body - you may move as slow or as fast as you want.



