How to Assemble
the Pilates IQ® Reformer

Thank you for purchasing the Balanced Body® Pilates IQ Reformer. The following step-by-step instructions provide guidance for assembly and installation.

NOTE: Prior to assembly, check the parts and components you received against the following list. If you are missing any parts, please contact the Balanced Body customer service department at 1-800-PILATES (1-800-745-2837)

PARTS LIST

<table>
<thead>
<tr>
<th>Frame and Carriage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Assembled IQ Reformer frame and carriage, with five (5) springs pre-attached</td>
</tr>
<tr>
<td>1 Frame handle (219-050)</td>
</tr>
<tr>
<td>2 1-1/4” Socket head cap screws (203-002)</td>
</tr>
<tr>
<td>1 Ropes (210-026) (pair)</td>
</tr>
<tr>
<td>1 Loops (101-005) (pair)</td>
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<tr>
<td>1 Footbar (950-124)</td>
</tr>
<tr>
<td>2 Risers and Pulleys (950-126)</td>
</tr>
<tr>
<td>4 6-32 by 3/8” Allen cap screw (203-001)</td>
</tr>
<tr>
<td>4 #6 Fender washer, Black (201-040)</td>
</tr>
<tr>
<td>4 IQ Reformer knob (602-011)</td>
</tr>
<tr>
<td>1 Bungee cord (900-005)</td>
</tr>
</tbody>
</table>

IQ with Library wheels

| 2 Brackets with transportation wheels/casters (702-005) |

IQ with Wheelbarrow wheels

| 2 Wheel brackets (702-006) |
| 4 Furniture sliders (602-031) |

Included Tools

| 1 5/64” Allen wrench |
| 1 3/16” Allen wrench for frame handle |
| 1 5/32” Allen key for wheel installation |

Photo Notice

The photos in this document show the IQ with wheelbarrow wheels in some and library wheels in others. Unless specifically noted, these pictures do not affect the installation procedure regardless of which wheel set you have.

IMPORTANT NOTE: Knobs

Follow the arrow decals next to each knob post to loosen/tighten the frame as shown in Figure A. If you force the knobs in either direction they may break.

INSTALLING THE KNOBS

1. Refer to Fig. B for knob parts

2. To protect parts from damage during shipping, your IQ Reformer comes with the frame and footbar knobs detached. Four knob posts are located at the on stationary portion of the frame.

Knob cap
6-32 Allen cap screw
Washer
3. Place the knob over one of the knob posts, making sure that the hole in the knob matches the shape on the end of the post. Figure C shows the proper orientation.

4. Slide a washer over a 6-32 screw and thread it into the hole in the end of the knob post and secure the knob in place. See Figure D.

5. Tighten with the Allen wrench, turning clockwise and repeat on three remaining posts.

ATTACHING THE FRAME HANDLE

For shipping purposes the IQ frame handle comes unattached. The handle makes it easier for you to lift the IQ into the upright storage position.

To install the handle, insert the two large socket caps screws through the holes in the handle and into the head-end of the frame. as shown (see Figure E). Use the 3/16” Allen wrench to tighten the screws.
RAISING AND LOWERING THE SHOULDER RESTS

To see a demo of this step, visit our podcast page (pilates.com/podcasts) and watch “Tips on the IQ Reformer.”

The IQ shoulder rests have two positions: “in use” for exercising, and “storage”.

1. For “in use” remove shoulder rest locking pin. See Figure F.

2. Lift the shoulder rests from the storage sockets.

3. Slide them to the side and under the metal tab. See figure G.

4. Insert the shoulder rest locking pin.

5. To move them back into the storage position. Remove the shoulder rest locking pin.

6. Grasp the shoulder rests and slide them to the side, out from under the metal tabs.

Lower the shoulder rests into the storage sockets. You should hear a slight “click” as they engage the storage safety clip on the underside. This clip holds the shoulder rests in storage position, which is important if you are storing the IQ on its end.

EXTENDING THE FRAME

To see a demo of this step visit our podcast page (pilates.com/podcasts) and watch “Tips on the IQ Reformer.”

The IQ frame has three positions: one shortened for storage, and two extended for exercising. To extend the frame:

1. Turn the top knobs on each side of the frame to loosen the telescoping frame. The arrow decals next to each knob shows the correct direction to turn. See Fig. H. NOTE: If you force the knobs in either direction they may break.

Follow the sticker next to each knob

2. Move the shoulder rests out of the storage position. With one hand on the carriage for leverage, and the other on the head-end of the frame, pull the head-end of the frame away from the headrest area until you hear the frame click into one of the two available positions. See figure I.

Figure F

Figure H

Shoulder brackets goes under the metal tabs.

Metal tab

Figure G

Figure I

3. After extending the frame to one of the two positions, tighten the knobs on either side of the frame until they stop turning. Do not overtighten.
4. Figure J shows the IQ in full extension
(with risers and ropes, which you will install later).

To shorten frame, loosen the knobs, and push the frame firmly into the shortened position. Re-tighten the knobs on either side of the frame. Do not overtighten.

**CAUTION:** DO NOT move or stand the IQ unless you have shortened the frame and re-tightened the knobs.

**INSTALLING THE RISERS**

1. Remove the zip ties from the risers.

2. Remove the locking pins from the frame. See figure K.

3. Insert the riser into the hole angled out to the side as shown in Figure L.

4. Re-insert the riser locking pin through the frame and the risers. The removable risers can be stored in a compartment at the head-end of the frame.

**THREADING THE ROPES**

1. Attach springs so the carriage is secure.

2. Connect ropes to the large cotton loops and place the loops over the shoulder rests.

3. Refer to figure M for proper rope orientation.

4. The rope must pass through the silver rope loop, then the cleat, and finally the other silver rope loop.

To lengthen the rope, lift it out of the cam cleat, adjust to desired length, and then push rope back into the cam cleat. To shorten the rope, simply pull on the free end of the rope.
INSTALLING THE WHEELS

To install either wheel set make sure the IQ is on the ground and right side up. You may need to prop the frame up with the foam from the packing box to give yourself easier access.

"Wheelbarrow" Wheels
1. Use the 5/32" Allen key to unscrew the two bolts next to the footbar knobs on either side of the frame.
2. Place the bracket on the frame with the wheels facing inward and the footstrap hole facing up. See Figure N.
3. Re-insert and tighten bolts. Repeat on the other side.

"Library" Wheels
1. Using the 5/32" Allen key, remove the screws at the bottom of the frame corresponding to the smaller holes in the library wheel bracket. See figure O.
2. Install the bracket, replace all screws and tighten. See Figure P

INSTALLING AND ADJUSTING THE FOOTBAR

1. The IQ footbar can be adjusted to four positions. Two positions are created by installing the footbar in one of two sets of holes (Figure Q) and another two by reversing the footbar (Figure R).
2. To install the footbar, loosen the knobs below the footbar on each side of the frame (see photo).
3. Put the footbar in the desired holes. Re-tighten the knobs. Do not overtighten or they may break.
SPRINGS

The IQ comes with:

- 3 red springs (medium resistance)
- 1 blue spring (medium/light resistance)
- 1 yellow spring (light resistance).

One spring should be attached at all times unless specifically noted.

ADJUSTING THE HEADREST

The IQ headrest has three positions: high, low and down.

1. To adjust the headrest, grasp the headrest pad and lift.
2. Position elevation block to desired height. See Figure S.

MOVING, STANDING AND STORING THE IQ

The IQ can be stored upright to conserve floor space, or flat to keep under a bed. Always exercise caution when moving, lifting or storing the IQ. Use proper lifting technique to avoid injury.

TO STAND THE IQ UPRIGHT

1. Make sure the frame is locked in the shortened (storage) position, the knobs are tightened, and all springs are connected.
2. Lock the footbar into the holes closest to the carriage frame. Make sure your footbar is secured and pointing away from the carriage.
3. Remove the risers and invert them into their storage positions in the sides of the head end of the frame. Secure them by attaching the included bungee cord from the eyebolt on one riser to the eyebolt on the other riser.
4. Lift the head-end to waist height, and then raise the frame to vertical. Use your foot to steady the foot end of the frame. If you have wheelbarrow wheels, the footbar will rest on the floor to support the IQ. See Fig T and Fig U.
5. If you have library wheels, you can now roll your IQ into the closet or wherever you wish to store it.

TO MOVE THE IQ

1. Shorten the frame and lock it in position.
2. Make sure all springs are connected.
3. For wheelbarrow wheels, lift the head-end to a comfortable position and roll the IQ to the desired location.
4. For library wheels, lift the head end to stand the machine on end and push to the desired location.
TO STORE THE IQ UNDER A BED
(WHEELBARROW WHEELS ONLY)

1. Shorten the frame and lock, connect all the springs, and move the shoulder rests to the storage cups. Remove the footbar and risers (risers can be stored in the compartment at the head-end of the frame).

2. Lift one side of the frame and place one furniture slider (smooth side down) under each of the rubber feet on the bottom of the IQ frame. Repeat on the other

3. Push the IQ under the bed.

Questions? Call Balanced Body Technical Support at 1-800-PILATES, +1-916-388-2838, or info@pilates.com.