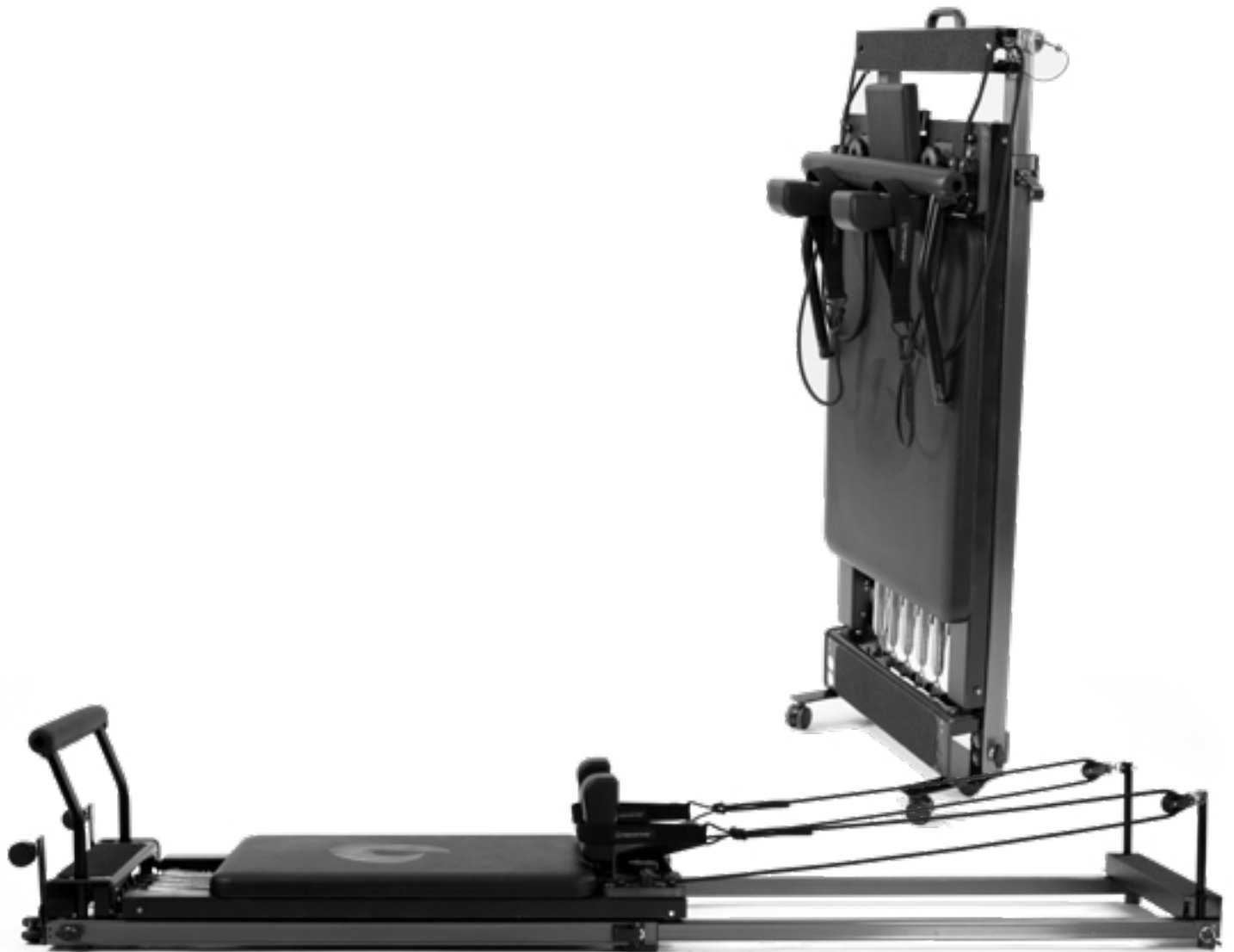


# Metro™ IQ® Reformer Set-Up



**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**

Description	Part No.	Qty
Frame and Carriage		
Assembled Metro IQ Reformer frame and carriage, with five (5) springs pre-attached	n/a	1
Frame handle	219-050	1
1/4"-20 Socket head cap screws	203-002	2
SoftTouch Ropes (pair)	210-070	1
SoftTouch Loops (pair)	101-036	1
Footbar	950-124	1
Riser and Pulley	950-126	2
6-32 by 3/8" Allen cap screw	203-001	2
#6 Fender washer, Black	201-040	2
Metro knob	602-011	2
Metro with Library wheels		
Brackets with casters	702-005	1
Metro with Wheelbarrow wheels		
Brackets, wheels, and furniture glide kit	702-006	1
Shoulder pads w brackets (pair)	n/a	1

**Included Tools**

1	5/64" Allen wrench
1	3/16" Allen wrench
1	5/32" Allen wrench

**PHOTO NOTICE**



The photos in this document show the Metro 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.

**INSTALLING THE FOOTBAR KNOBS**

1. Place a knob over one of the knob posts, making sure that the flat areas of the hole in the knob line up with the flats on the end of the post. See Figure A.



Figure A

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

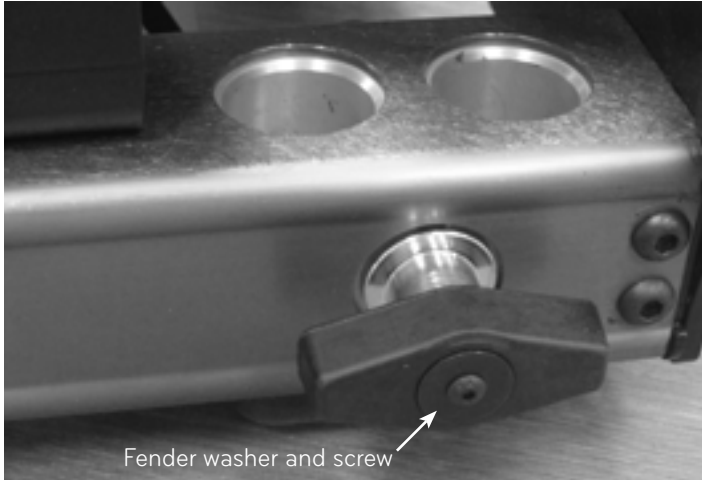


Figure B

- Tighten with the 5/64" Allen wrench, and repeat on the other side.

#### ATTACHING THE FRAME 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 C). Use the 3/16" Allen wrench to tighten the screws.



Figure C

#### INSTALLING THE SHOULDER RESTS

- Shoulder rests get installed with a threaded black knob. Place the shoulder rests into the notch in the carriage head end and thread the black knob. See Figure D.

**Note:** In order for the shoulder rests to be completely secure, the knob has to be tightly threaded.

**Note:** The shoulder rests can be installed in two positions. One position is wider and more comfortable for broad shoulders. Swap the left and right shoulder rests to change between standard and wide configurations.

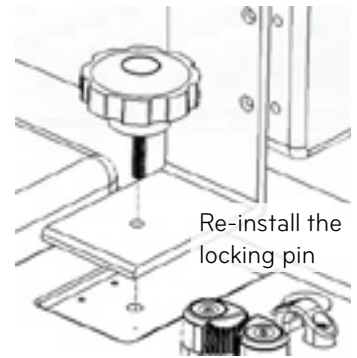


Figure D

#### EXTENDING THE FRAME

- Flip the frame lock levers on both sides of the frame open to disengage the locks. See Figure E.

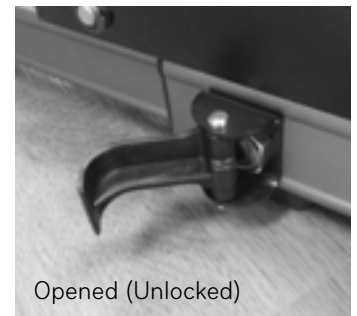


Figure E

2. Pull the head end of the frame away from the headrest until it is fully extended. Pull from center of the frame. You may need to hold the carriage in place at the same time with your other hand.
3. After fully extending the frame, flip the frame lock levers closed to re-engage the frame locks on both sides of frame.

### SHORTENING THE FRAME

1. To shorten the frame, flip the frame locks on both sides of the frame open and push the head end of the frame toward the head rest. Make sure the ropes and loops are out of the way.
2. Once the frame is fully collapsed, flip the frame lock levers closed again to lock in place.

### INSTALLING THE RISERS

1. Remove the locking pins from the frame. See figure F.
2. Insert the riser into the hole, angled out to the side as shown in Figure G.
3. Re-insert the riser locking pin through the frame and the risers.



Figure F



Figure G

### THREADING THE ROPES

1. With the frame extended attach springs so the carriage is held in the home position.
2. Connect the ropes to the cotton loops and place the loops over the shoulder rests.
3. Pass the rope through the riser pulley and back to the carriage.

### IMPORTANT NOTE :

The rope must pass through the black eye strap, then the cam cleat, and finally the other black eye strap. See Fig H.

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.

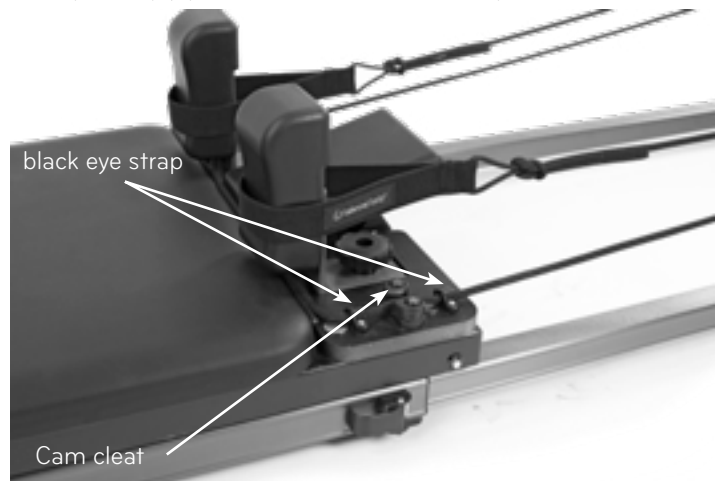


Figure H

### INSTALLING THE WHEELS

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

#### Metro IQ with Wheelbarrow Wheels (702-000)

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 I.

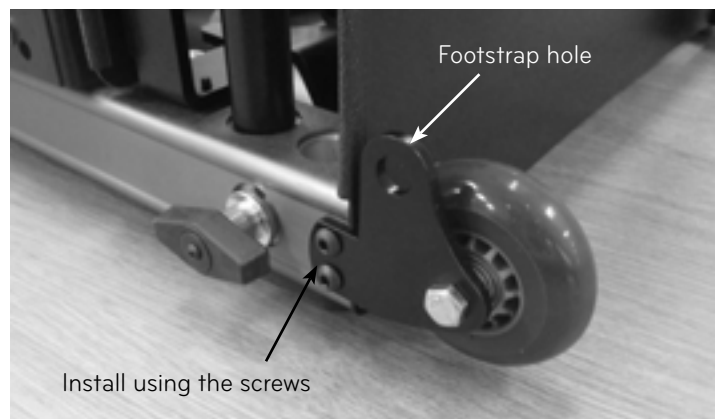


Figure I

3. Re-insert and tighten the bolts. Repeat on the other side.

## Metro IQs with Library Wheels (702-019)

- Using the 5/32" Allen key, remove the screws at the foot end of the frame corresponding to the smaller holes in the library wheel bracket. See figure J. **Note:** The bracket on the other side uses the opposite screws.

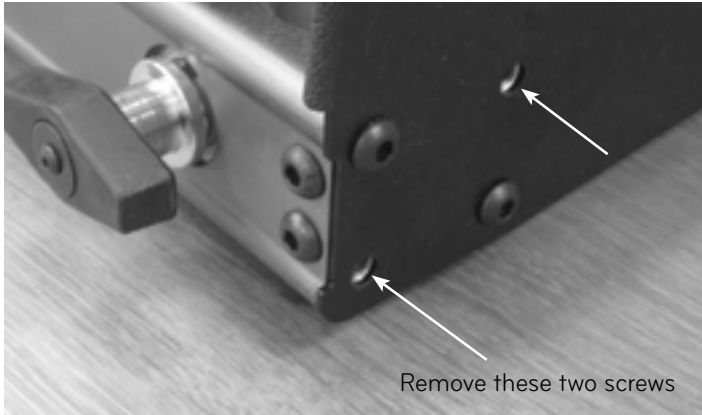


Figure J

- Install the bracket, replace the removed screws and tighten. See Figure K. Repeat on the other side.

## INSTALLING AND ADJUSTING THE FOOTBAR

- The Metro IQ footbar can be adjusted to four positions. Two positions are created by installing the footbar in one of two sets of holes and another two by reversing the footbar (See Figure L).

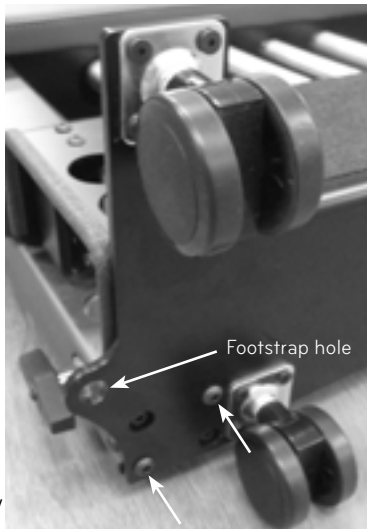


Figure K

**Note:** If you find the footbar knobs difficult to pull out, wiggle the footbar as you pull.

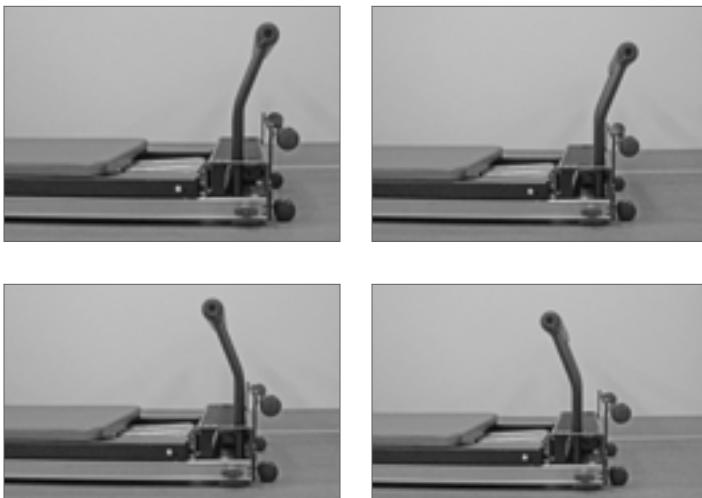


Figure L

- To install the footbar, pull one of the footbar knobs away from the frame and rotate it 90 degrees and release it. Now it is locked in the OUT position. Repeat on the other footbar knob on the other side of the frame.
- Insert the footbar into the desired holes, facing toward or away from the carriage, to achieve your desired footbar position.

**MAKE SURE THE FOOTBAR DROPS IN LEVEL AND EVENLY SO THAT BOTH SIDES GO TO THE BOTTOM OF THE HOLE. YOU MAY HAVE TO PUSH IT DOWN INTO THE HOLES.**

- Now turn the footbar knobs either way, until they automatically lock into place.
- Grasp the footbar and push and pull it to make sure it is firmly locked into position.
- If the knob is correctly locked, it should only stick out slightly further than it did when it was fully retracted.



Figure M



Figure N

## USING THE SPRINGBAR

When hooking the springs on the springbar, make sure that the ring of the spring is seated all the way down in to the prongs of the springbar. See figure O.

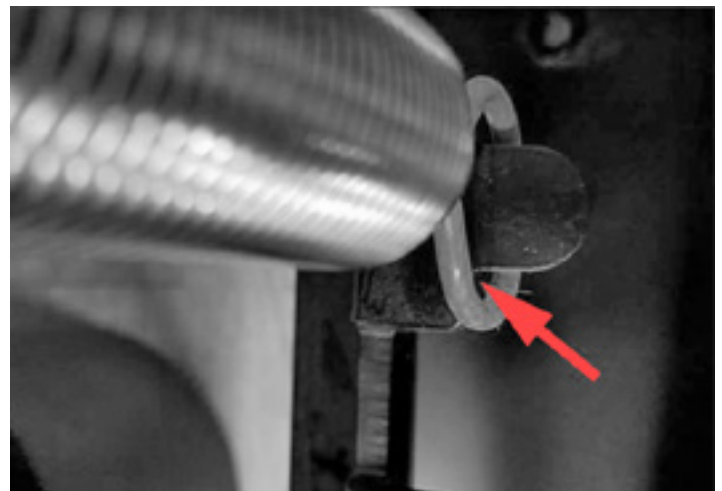


Figure O

## ADJUSTING THE HEADREST

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

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

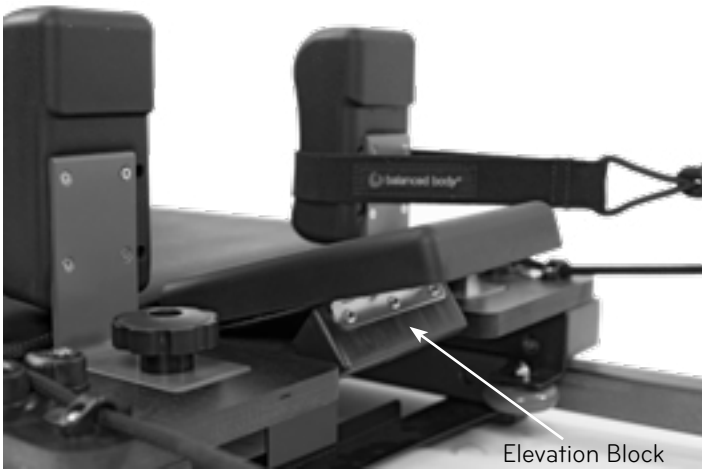


Figure P

## MOVING, STANDING AND STORING THE METRO IQ

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

### TO MOVE THE METRO IQ

**For Metro IQs with wheelbarrow wheels:**

- a. Make sure the frame is locked into the extended position.
- b. Connect all of the carriage springs to keep the carriage in the home position
- c. Lift the head end of the frame to a comfortable height (usually around waist height or a little higher), and now you can roll the Metro IQ.

**For Metro IQs with Library Wheels follow the 'Standing' Instructions in the next section.**

### TO STAND THE METRO IQ UPRIGHT

1. Make sure the frame is locked in the shortened (storage) position, and all springs are connected.
2. Lock the footbar into the holes closest to the carriage frame, and pointing away from the carriage.  
**SAFETY WARNING:** If the footbar is not in the correct position the Reformer may fall.

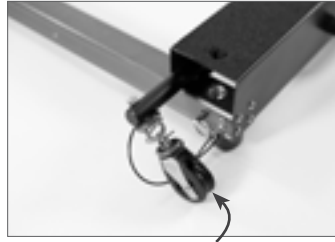


Figure Q

3. Remove the risers and place them into their storage positions in the sides of the head end of the frame. See Figure Q (Optional).
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 Metro IQ. See Fig R.



Figure R

5. If you have library wheels, you can now roll your Metro IQ into the closet or wherever you wish to store it. See Figure S.
6. The shoulder pads can be stored under the carriage. Remove the shoulder pads by unscrewing the black knob. With the reformer standing up, use the thread in the rails, to attach the shoulder pads using the black knobs. The shoulder pads only fit in one way. The edge of the shoulder bracket that is closest to edge of shoulder pad goes toward the carriage wood.

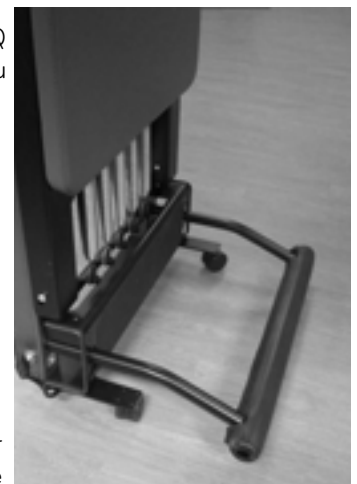


Figure S

See Figure T. Remember to take the shoulder pads off and reinstall on the carriage top side before using the Reformer.



Figure T

#### QUESTIONS?

Please call Balanced Body Technical Support at 1-800-PILATES (U.S.) or +1-916-388-2838 (International).

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#### METRO REFORMER DIMENSIONS

Length (frame extended): 98"/249cm

Length (compressed for storage): 62"/157cm

Height (bottom of frame to top of carriage pad): 5.5"/14cm

Width: 24"w/61cm

Weight (including footbar, risers, ropes, shoulder pads): 85lbs/39kg