



CAS EMPLOYEE FITNESS CENTER ORIENTATION

Human Resource Services, Employee Benefits

What to Expect to Learn

Topics

- Gaining Access
- Checking In
- Using the Equipment
- Checking Out
- The Staff
- Guidelines and Rules
- Additional Information



Gaining Access

Question: How do I go about registering for the Fitness Center?

Answer: Send an email to CountyWellnessCenter@ocgov.com with your first name, last name, employee ID, department and work location demonstrating your interest in the Fitness Center. Memberships as spaces become available.

Question: When can I visit the Fitness Center?

Answer: The Fitness Center is open Monday through Friday from 5:00 a.m. to 8:00 p.m. and only accessible through employee ID badge of those who have membership (hours are subject to change).



Getting Access

Question: How do I enter the building?

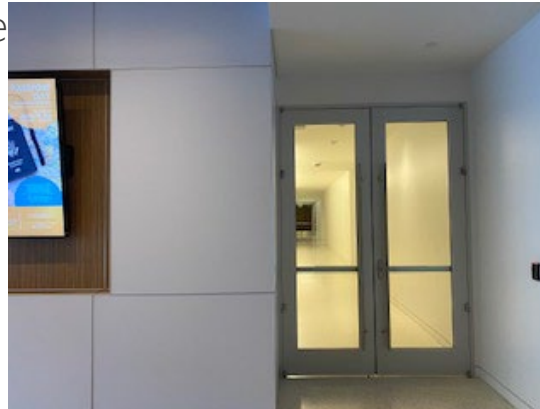
Answer: You will enter from the north side of the building, to the left of the County Service Center, also known as the Staff Entrance.

You then will make a left to enter through the double doors, as pictured in the second image, and then make a right into the first hallway.

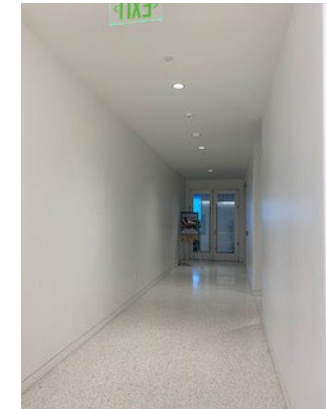


Staff
Entrance

ge to get through the



First Hallway
Entrance

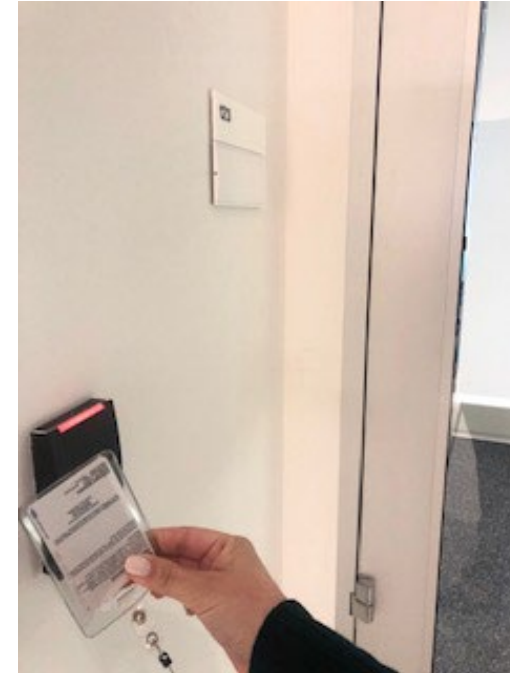


Hallway to the Fitness
Center



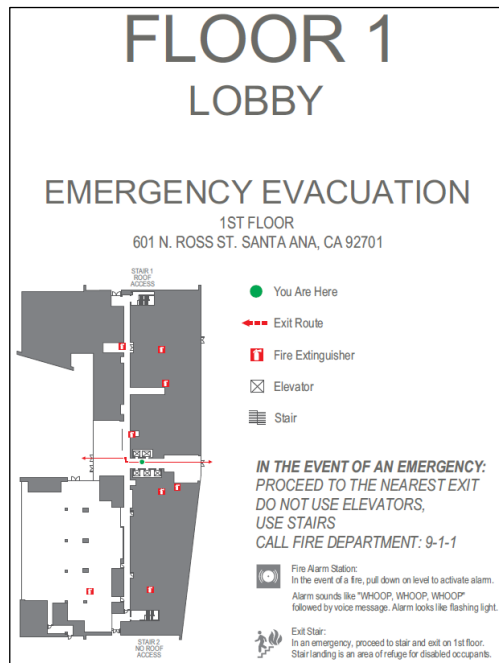
Checking In

- When you arrive, scan your employee ID badge on the card reader. Do not use your badge to let others into the Fitness Center. Cameras have been positioned to ensure each member is badging in and out of the gym. If an employee is caught badging in another individual, the employee's membership may be revoked.
- Ensure that your attire meets the criteria listed in the policy. Shoes must be closed-toe and please wear appropriate athletic clothing during your workout.
- Remember to bring a towel with you for your workout and/or shower. Towels are not provided.



In an Emergency

You may use the landline phone next to the exit door to call 911. Also, refer to posted emergency evacuation as needed.



AED
Machine
& Phone

Panic
Button/Dure
ss Lever to
the right of
nLIGHT



Exit

Fire
Extinguisher



Using the Lockers and Showers

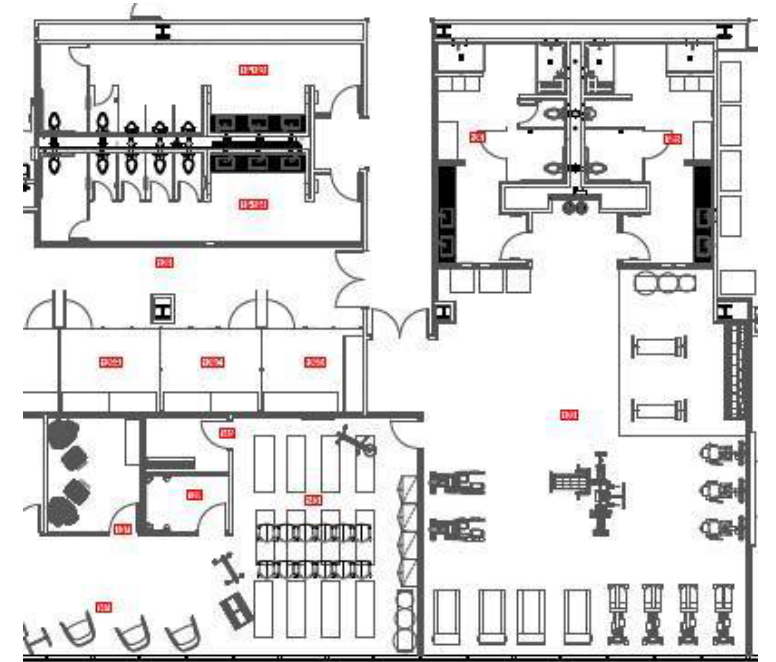
Locker Usage

- There are six lockers in each restroom.
- To lock: Press 'c' – put in a four digit code, then click the key to lock.
- To unlock: Press 'c' – put in your four digit code, then click the key to unlock.
- Ensure to take your belongings with you on your way out.
- Anything left at the end of the day will be removed and given to CAS Facilities Lost and Found.



Shower and Restroom Usage

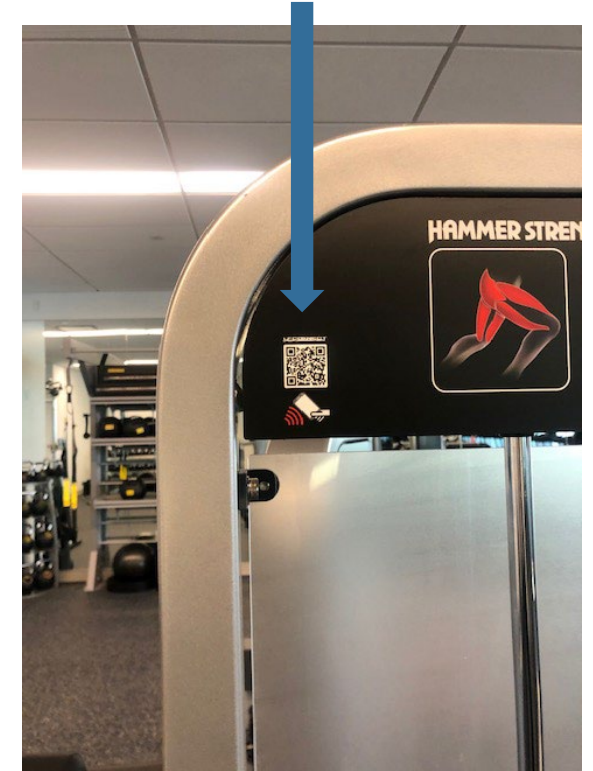
- There are two showers and two toilet stalls in each restroom.
- Be mindful and limit the duration of your showers.
- Use railing of showers to avoid slipping.
- Usage of phones in the restroom is prohibited.
- If additional space is needed, you may use the restrooms in the hallway outside the exit doors, as those have more stalls and outlets.



Using the Equipment

- Become familiar with the equipment before use.
- Practice safety at all times.
- Keep hands and feet away from all moving parts and weight stacks.
- DO NOT attempt to repair or adjust any equipment that has malfunctioned.
- Stop all exercise if you feel faint, sick, or any other health issues arise.
- Practice proper alignment and progress at your own pace.
- Only exercise within your physical limitations.
- Some of the equipment have a QR code which will give you a brief introduction to the equipment.
- To scan a QR code, open your camera on your phone and scan the QR code.

QR codes on equipment



Using the Equipment

- The following slides are a brief introduction on how to use the various pieces of equipment in the Fitness Center.
- There will be a secondary Fitness Center 30-minute video, narrated by a personal trainer, on how to use the Fitness Center equipment for you to review in early March. The video will be embedded in Eureka and will be required to finalize your membership.
- If you have used fitness center equipment before and feel comfortable using the equipment before reviewing this video you may activate your membership while you wait for the video link to be sent to you in March.
- If you are not familiar with exercise equipment you should wait and complete all steps at once to activate your membership.
- If you fail to complete this final equipment review before the deadline in the next notification email, your membership will be suspended until it is completed.



Using the Equipment

Life Fitness Integrity D Treadmill

- Step on and off by using the side platform while holding onto the side handles for support.
- Attach the black emergency stop clip to your shirt to prevent injury and to stop machine upon falling.
- Choose “workout” on the screen and then select your desired workout or select “Quick Start”.
- Change the speed and incline accordingly.
- Never increase the speed/incline beyond your level of fitness.
- To exit the machine bring down the speed to a slow walking pace. Then select the “Stop” button.
- Once treadmill belt has come to a complete stop, unclip yourself, and then exit machine while holding onto side handles for support.



Using the Equipment

Life Fitness GX Row

- Adjust resistance by shifting the red lever.
- Never adjust the resistance beyond your level of fitness.
- Sit down on seat, place heels in the back support, and secure feet with the provided straps.
- Grab handle and push through your legs followed by pulling with your upper body.
- Return to starting position by leading with the upper body followed by the lower body.
- To exit the machine loosen the red feet straps and remove feet from the footplates.



Using the Equipment

Octane XT-One Elliptical

- Step onto Elliptical while holding front middle stationary handles for support.
- Once screen turns on select "Quick Start". For first time users you can also view the "How to Use" video.
- Either select a specific program, or change the resistance and incline/stride to increase difficulty.
- Never change the resistance, incline or stride beyond your level of fitness.
- To exit machine, allow legs to slow down and come to a complete stop.
- Use front middle stationary handles to exit, once machine comes to a complete stop.



Using the Equipment

Life Fitness Arc Trainer Lower Body

- Step onto Arc Trainer while holding onto side handles for support.
- Once screen turns on select "Quick Start".
- Chose your desired workout on the screen or select "Quick Start".
- Never change the resistance and incline beyond your level of fitness.
- To exit machine, select the "Stop" button, allow legs to slow down, and come to a stop.
- Use side handles to exit once machine comes to a complete stop.



Using the Equipment

Life Fitness Integrity D Recumbent Lifecycle Bike

- Adjust seat distance to allow for a slight bend at the knee when leg is fully extended. Use the red bar located under the seat to make the adjustment.
- Slide feet into the straps on the pedals, if straps are available.
- Chose your desired workout on the screen or select "Quick Start".
- Use the "Change Levels" buttons the screen to increase/decrease the resistance/incline.
- Never change the resistance and incline beyond your level of fitness.
- Begin peddling and select quick start.
- To exit machine select the stop button if available, and allow feet to slow down to a complete stop.



Using the Equipment

Life Fitness Integrity D Upright Lifecycle Bike

- Adjust seat height to allow for a slight bend at the knee when leg is fully extended. Use the red lever under the seat to make the adjustment.
- Slide feet into the straps on the pedals, if straps are available.
- Chose your desired workout on the screen or select "Quick Start".
- Change level of difficulty accordingly.
- Never increase the resistance and incline beyond your level of fitness.
- To exit machine select the "Stop" button, then select the "End Workout" button, and allow feet to slow down to a complete stop.



Using the Equipment

Life Fitness IC5 Indoor Cycle

- ADJUSTING THE SEAT HEIGHT:
 - Pull the red and black lever to adjust the seat height. When feet are in the pedals and one leg is extended, your hips should be even. If they are not even, readjust the seat height.
 - Place your shoes in the toe clips (cages) on the pedals, or in the SPD cleats if you are using cycling shoes.
- ADJUSTING THE SADDLE HORIZONTALLY:
 - Loosen the red and black knob to adjust the seat horizontally. Sit on the saddle and move the pedals until the crank arms are in the horizontal position.
 - The knee of your forward-facing leg should be positioned directly above the center of the pedal. If this does not correspond to your bike's setting, please align the horizontal saddle adjustment to the front or rear in order to attain this seat position.
- HANDLEBAR POSITIONING:
 - Begin with the top of the handlebars at approximately the same height as the saddle. Pull and turn, counterclockwise, the red and black knob to adjust.
 - If your knees touch the handlebars or if you experience back discomfort when pedaling in the standing riding position for extended periods, the handlebars should first be adjusted slightly higher.



Using the Equipment

Life Fitness IC5 Indoor Cycle (continued)

- RESISTANCE ADJUSTMENT:
 - The resistance adjustment can be set precisely and regulated in fine increments according to the requirements of the cyclist by moving the red resistance/emergency lever up or down.
 - The adjustment lever has 110° range of motion . When the lever is up, the resistance is 0% and when it is in the down position, 100%. When moved beyond 100%, the brake will engage.
 - The training resistance is displayed accurately on the Indoor cycle computer. This Indoor Cycle is fitted with a magnetic brake system and therefore, the resistance increases with the pedaling frequency.
 - Never pedal backwards under resistance, as this can loosen the screws connecting the pedals to the crank arm and the two may even become detached.
 - To stop the flywheel during use, the resistance/emergency brake lever must be pressed down. During training, please make sure your shoes are placed in the toe clips (cages) provided or if you are using cycling shoes, that they are connected with the SPD cleats.
 - To start your workout, begin pedaling and select from one of the options on the screen for your workout.



Using the Equipment

Life Fitness IC5 Indoor Cycle (continued)

- The indoor cycle must not be used by persons exceeding weight of 330 lbs/150 kg.
- Always wear appropriate tight-fitting cycling or athletic attire and sturdy shoes while operating the bike. Unfastened shoelaces may become caught in the drive system and lead to injury.
- The bike does not have an independently-moving flywheel. The pedals will continue to move with the flywheel until the flywheel stops. The movement can only be stopped by using the emergency brake or by reducing the pedaling frequency in a controlled manner.
- Always ride with resistance load to ensure that your pedaling motion is controlled. Do not adjust handlebar or saddle during workout. Do not pedal backwards.
- Never change the resistance and incline beyond your level of fitness.



How to Use the Equipment

Hammer Strength Select Lat Pulldown

- Select proper weight.
- Never select a weight amount that is beyond your level of fitness.
- Adjust knee pad so knees are at approximately 90
- Grasp the bar slightly wider than shoulder width.
- Exhale and pull down until the bar is slightly below the chin.
- Focus on keeping the back straight without leaning backwards.
- Keep feet flat on the floor throughout the entire exercise.
- Inhale and slowly return to starting position.
- Repeat for desired amount of repetitions
- When you are finished, stand with the bar in your hands and slowly return the weights and the bar to starting position.



How to Use the Equipment

Hammer Strength Select Leg Extension

- Select proper weight.
- Never select a weight amount that is beyond your level of fitness.
- Adjust back pad so your knees line up with red axis of rotation.
- Adjust foot pad so it hits right above the ankle at the shins.
- Make sure your knees are lined up with red axis of rotation.
- Feet should be hip width apart, and parallel to the floor.
- Exhale and extend your legs to full extension.
- Keep your head in neutral position.
- Inhale and slowly lower legs back to starting position. Keep feet from going past knees. Do not let weights drop too fast.
- Repeat for desired amount of repetitions.

Red Axis of Rotation



How to Use the Equipment

Hammer Strength Select Leg Curl

- Set up for the leg curl by selecting the weight you want to use on the stack and adjusting the padding to suit your leg length.
- Never select a weight amount that is beyond your level of fitness.
- Lay face down on the machine. The padding should be positioned just above the back of your ankles. If it's higher than that, adjust the length.
- Tense up the hamstrings by taking the weight slightly off the stack. This is the starting position for the exercise.
- Squeeze the hamstrings and curl the weight up as far as possible.
- Squeeze the hamstring hard, and then slowly lower the weight back to the starting position.
- Repeat for desired amount of repetitions.



How to Use the Equipment

Hammer Strength Select Seated Leg Press

- Select proper weight.
- Never select a weight amount that is beyond your level of fitness.
- Adjust platform distance so knees are flexed approximately 90°.
- Adjust back pad for full range of motion.
- Position feet in the middle of the platform shoulder width apart.
- Grasp handles, and rest head.
- Push through heels as you exhale, and extend legs. Do not lock knees.
- Keep back flat against back pad.
- Inhale and bend knees to return to starting position.
- As you move towards platform do not let knees go past toes.
- Repeat for desired amount of repetitions.



How to Use the Equipment

Insignia Series Chest Press

- Select proper weight.
- Never select a weight amount that is beyond your level of fitness.
- Pull the knob to adjust the seat so handles align with mid-chest.
- Pull the lever to adjust the back of the seat. Your shoulders should be slightly higher than the handles.
- Grasp handles with hands in front of elbows.
- Position elbows out to side, level with handles.
- Pinch shoulder blades back and together.
- Exhale and push handles straight out, but do not lock elbows.
- Inhale as you return to starting position.
- Repeat for desired amount of repetitions.



How to Use the Equipment

Insignia Series Shoulder Press

- Select proper weight.
- Never select a weight amount that is beyond your level of fitness.
- Assume a seated position in the machine with the handles set at roughly shoulder height.
- Grab the handles with a pronated or neutral grip.
- Inhale and press directly overhead.
- Slowly lower the handles back to the starting position.
- Repeat for the desired number of repetitions.



How to Use the Equipment

UpperCycle GX Ergometer

- Using the red knob, adjust the machine to the proper height.
- Arms should be able to cycle comfortably without too much strain on the shoulders.
- Select proper resistance.
- Never select a resistance amount that is beyond your level of fitness.
- Place feet on the black platform.
- Begin cycling arms and select start once screen turns on.
- To exit machine allow arms to come to a complete stop and step off the black platform.



How to Use the Equipment

Life Fitness Signature Series Cable Motion Dual Adjustable Pulley

- The Signature Series Dual Adjustable Pulley Console touch screen offers more than 60 video demonstrations to assist you with your workout.
- The easy-to-follow videos show you how to set up the machine and perform dozens of exercises, making the Dual Adjustable Pulley even more useful for people of all fitness levels.
- Once you have selected your workout, select the proper weight.
- Never select a weight amount that is beyond your level of fitness.
- Repeat for the desired number of repetitions per the workout you selected.
- Do not wear loose fitting clothing while using equipment and secure long hair to avoid contact with moving parts.



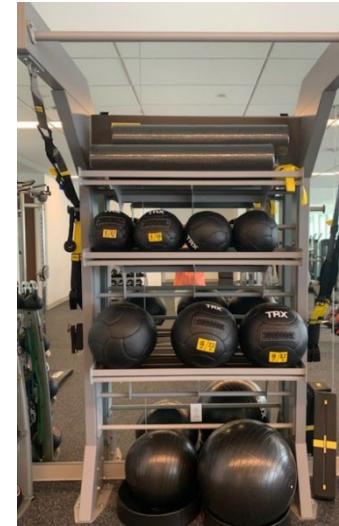
How to Use the Equipment

There are other manual pieces of equipment in the Fitness Center that you may use:

- TRX Studio Line Single Suspension Bay
- Kettlebells
- Stability Balls
- Dumbbells

There are workout posters on the walls of the Fitness Center that you can refer to for workouts that can be completed using these pieces equipment.

The fitness center orientation video will also provide general information on using each of these.



How to Use the Equipment

LFconnect APP

- The LFconnect app allows Apple® and Android™ devices to interact with compatible Life Fitness equipment.
- It tracks progress, lets you access personalized workouts, provides motivation and engagement, and serves as an in-workout display on cardio equipment.
- Connection provides workout tracking and gives you access to personalized workouts created at LFconnect.com. Factors like speed (treadmill only) and incline/resistance, chosen during workout creation, automatically adjust during a custom workout.
- To learn more about the LFConnect app, Life Fitness has created several videos so you can familiarize yourself with this feature.
- [Click here to learn more.](#)



The Staff

- Wellness and Fitness Center staff are not specifically educated in fitness training or in medical emergency procedures, therefore, you are using this facility at your own risk.
- The Wellness Center Staff is part of the Human Resource Services Employee Benefits Division
- If you would like to reach out to the staff, please call 714-834-3124 or email CountyWellnessCenter@ocgov.com



Guidelines and Rules

- Complete rules are listed on the Policy and Waiver/Release Form.
- Consult your physician prior to undertaking any new exercise program.
- Keep hands, loose clothes, wireless headphone cables away from the weight stacks, cables, and pulleys.
- Wipe down the machine after your use.
- Report any issues immediately to the Wellness Center Staff at 714-834-3124 and leave a message or email CountyWellnessCenter@ocgov.com. If your issue is about a piece of equipment, please provide the ID number that is listed on the machine.
- Follow all posted rules and signage.



Checking Out

Make sure to:

- Wipe down your equipment using only the wipes provided.
- Return the equipment in its original state.
- Report any issues to the Wellness Center Staff at 714-834-3124 and leave a message **or** email CountyWellnessCenter@ocgov.com. Make sure to include the ID number located on the machine when reporting your issue.
- Take all your belongings with you.
- **Badge out** before exiting the Fitness Center, otherwise an alarm will sound until you badge out.



Prior to Access Being Turned On

Make sure to:

- Read the Wellness Center and Fitness Center Policy and Rules.
- Complete the [Waiver of Liability](#)
- Complete the [CAS Fitness Center Application Form](#)
- Complete the [Payroll Deduction Form](#)
- Complete this Orientation.

Once you've completed this:

- Send an email to CountyWellnessCenter@ocgov.com with the completed CAS Fitness Center Policy and Procedures Attestation Form, sign and complete the Waiver of Liability Form (Attachment A), and the Payroll Deduction Form attached (Attachment D).

