



*alvaform*

Care Manual

**How to solve my fabric wrinkling problem?**

**How to keep your detachable hands and feet in good shape?**

**How to fix my loose hanger bar?**

**How to install the T-lock to secure half-form on its stand?**

**How to replace half-form stand wheels?**

Care manual last updated : July 2005

If you have any enquiries, please log on to: [www.alvaproducts.com](http://www.alvaproducts.com)

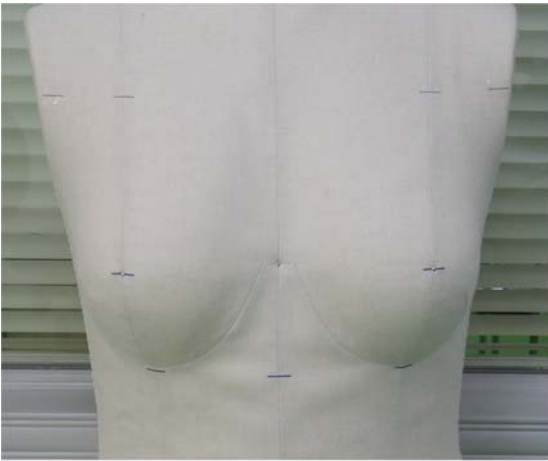
or ask for assistance @:

U.S. – [us.customerservice@alvaproducts.com](mailto:us.customerservice@alvaproducts.com)

U.K. – [uk.customerservice@alvaproducts.com](mailto:uk.customerservice@alvaproducts.com)

All other countries – [hk.customerservice@alvaproducts.com](mailto:hk.customerservice@alvaproducts.com)

## How to solve my fabric wrinkling problem?



The Alvaform is covered with natural linen fabric and some wrinkling may take place in high humidity conditions (around 90% humidity).

It is recommended that the Alvaform is stored in an air-conditioned or drier room (85% humidity or lower) to reduce fabric wrinkling.

### Tools Required

- Large plastic bag (Preferably large enough to cover the entire Alvaform)
- Scissors
- Hair Dryer
- Any hair dryer holder (like yellow pages)
- Alvaform Stand



1

Cut out one of the corners of the large plastic bag



2

Place the large plastic bag around the top of the Alvaform, with the cut corner at the top



3

Make sure that the large plastic bag covers as much of the Alvaform as possible from top to bottom as this will trap the air inside



4

Use the hand dryer holder, such as the yellow pages below, to secure the position of the hand dryer and the direction of the hot air coming out



5

**Attention:** The hot air coming out of the hair dryer should be between 5 to 15 minutes. During this time, someone should be monitoring the process as a precaution. If needed, the hair dryer should be turned off every 5 minutes for cooling down to prevent overheating



6

Congratulations! You have completed the drying process and the form should have returned to normal. If there are some areas of the Alvaform still wrinkled, you can directly dry that region with the hair dryer



## How to keep your detachable hands and feet in good shape?

To prevent the detachable hands and feet from being damaged or misplaced, it is advised that they are stored away after usage.



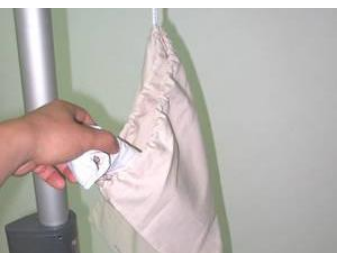
1

When the detachable hands and feet are not in use, it is best to place them in protective gloves and socks. When hands and feet are left on the Alvaform, sometimes they can be knocked down by accident and the paint surface damaged



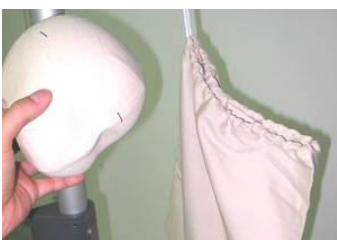
2

Every time after use, please remove the detachable hands and feet of the form and put them in the protective gloves and socks



3

Put the protected hands and feet into the bag for safe storage, and hang the bag on the same stand as the Alvaform



4

If the Alvaform has a head, it can be placed in the bag as well to prevent it from getting dirty or misplaced

## How to fix my loose hanger bar?



Over a long period of usage the hanger bar may become loose or wear down.

If your hanger bar cannot be tightened or repaired, please contact us at [hk.customerservice@alvaproducts.com](mailto:hk.customerservice@alvaproducts.com) for the bar's replacements.

### Tools Required

- Hexagonal keys in different sizes



If your screws are loose on the hanger bar, just simply tighten the screws periodically to make sure it is keeping in place.

If however your piece is requires replacement, then follow the steps below:



1

Unscrew the top screw with the large hexagonal key



2

After removing the screw, keep it to be reinstalled later



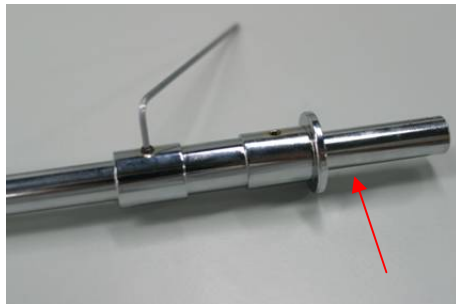
3

Remove the top screws with the medium hexagonal key



4

Remove the entire top hanger knob piece



5

Unscrew the small screws and take off the entire hanger bar support piece and slide in the replacement piece. You can see the difference with replacement giving extra support, shown in step 6's red arrow



6

Congratulations! All you have to do is screw back on the hanger bar knob and tighten all the screws and your finished. Now your hanger bar will have all the support it needs to continue holding your Alvaform in place.



## Install the T-lock to secure half-form on its stand



### Replacement Package

- T-Lock
- Screw

### Tools Required

- Hexagonal key

Since this is a new product development, if your original Alvaform did not have one, please email us at [hk.customerservice@alvaproducts.com](mailto:hk.customerservice@alvaproducts.com) for a replacement

### Assembly procedure:



1

Look at the half-form's bottom back side, you will see a tapered hole



3

Use hexagonal key to tighten the screw



2

Position the T-lock piece matching connection hole



4

Great! Your T-lock is now installed and your half-form is secured on the stand.

## How to replace half-form stand wheels?



Half-form Stand: Replacing wheels that do not have brakes



Wheels that need to be replaced are fixed on the stand with hexagonal screw



**Replacement package:**

Alvaproducs has sent you a new pair of wheels with an hexagonal key



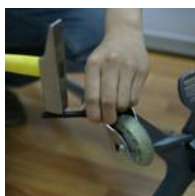
1

Use the hexagonal key to unscrew the screw fixing the wheel onto the stand. Rotate anti-clockwise direction.



4

Position the new wheel and insert the hexagonal screw into its original position.



2

In case the hexagonal screw is locked too tight, you can use a hammer to assist turning the screw.



5

Use the hexagonal key to tighten. Rotate clockwise.



3

Remove the wheel and keep the hexagonal screw



6

Congratulation! You have replaced the first wheel, please use the same procedure to replace the second wheel.