

Oxygen Equipment Quick Start Guide



Thank you for choosing us
for your oxygen needs.

Safety

It is important to keep all oxygen equipment and supplies away from heat sources and open flames. **NEVER SMOKE OR PERMIT SMOKING WHILE USING OXYGEN.**

Also, avoid oxygen equipment and supplies coming into contact with any petroleum based solutions, gels or lotions, including Vaseline, furniture polish and aerosol cleaning sprays.

Do not use extension cords.

Maintain 12" clearance on all sides of equipment.

Never store concentrator or cylinders in an enclosed area such as a vehicle trunk or closet.

Always store cylinders in supplied rack or lay cylinders flat on the ground. **DO NOT STAND.**

What is Oxygen?

Oxygen is a prescribed drug, just like any other medication your doctor may prescribe for you. You should never change your oxygen flow rate stop using oxygen without the approval of your doctor. **If your doctor does change your prescribed oxygen flow rate, please notify Medical Service Company immediately.**

Oxygen is safe when used as directed.

Oxygen is not explosive and will not catch on fire. However, oxygen will cause things burning to burn hotter and faster.

Using Equipment

- ▶ Plug into grounded outlet.
- ▶ On/Off switch- Alarm may sound during startup.
- ▶ Adjust flow selector to prescribed setting, reading so sight window ball is in middle of reading.
- ▶ Connect nasal cannula, swivel or other accessories as supplied.
- ▶ Never use more than the total 50 feet of tubing.
- ▶ If using a humidifier bottle, **only use distilled water. NEVER use tap water, spring or filtered water.**

Cleaning

- ▶ **Filters-** Weekly rinse dirt and dust off in warm water.
- ▶ **Concentrator-** Dust with a dry or lightly dampened towel as needed. **Avoid using harsh cleaning chemicals.**
- ▶ **Humidifier Bottle-** Daily empty any water, rinse and replace with fresh distilled water. Weekly wash with warm water and non-lotion detergent, such as Joy. Also soak in disinfection solution made of 1 part white vinegar and 3 parts water. Let air dry.
- ▶ **Cannula-** Replace at minimum every 4 weeks.
- ▶ **Tubing-** Replace every 3 months/90 days.
- ▶ **Humidifier-** If applicable, replace every 3 months/90 days as long as cleaning schedule is followed.

Troubleshooting

Issue: Temperature light is on (if present).

Solution:

- ▶ Check if unit is obstructed by bedspread, drapes, wall, etc.
- ▶ Check filters to ensure they are clean.
- ▶ Turn unit off. Switch to backup cylinder for 30 minutes while machine cools. Restart unit.

Issue: No oxygen flowing from nasal cannula.

Solution: Place the nasal prongs of cannula in a glass of water and look for a steady flow of bubbles.

- ▶ If you see bubbles, it is working.
- ▶ If you do not see bubbles or bubbles greatly decrease in volume, check that all tubing is connected tight, humidifier jar isn't cross-threaded and flow rate is set properly on unit.

Troubleshooting

Issue: Unable to set prescribed flow rate.

Solution:

- ▶ Disconnect tubing. If flow rate restored, replace with new tubing.
- ▶ Disconnect nasal cannula. If flow rate restored, replace nasal cannula.
- ▶ Disconnect humidifier bottle.

Issue: Unit is not working and/or alarm is sounding.

Solution:

- ▶ Check plug at outlet.
- ▶ Press reset button or on/off switch.
- ▶ Check circuit breaker or fuse. Ensure wall switch that controls outlet is on, if applicable. Try another outlet.

Troubleshooting

Issue: Water is in oxygen tubing.

Solution:

- ▶ **No Humidifier-** Remove nasal cannula and place in container to catch water. Increase oxygen flow to maximum level to blow moisture out of tubing and cannula. Return oxygen flow to prescribed setting and replace cannula on face.
- ▶ **Humidifier-** Remove nasal cannula and place in container to catch water. Remove water chamber to empty all water, then reconnect. Increase oxygen flow to maximum level to blow moisture out of tubing and cannula. Return oxygen flow to prescribed setting and replace cannula on face. Refill chamber 1/2 full with fresh distilled water.

Please contact our office for all other issues.

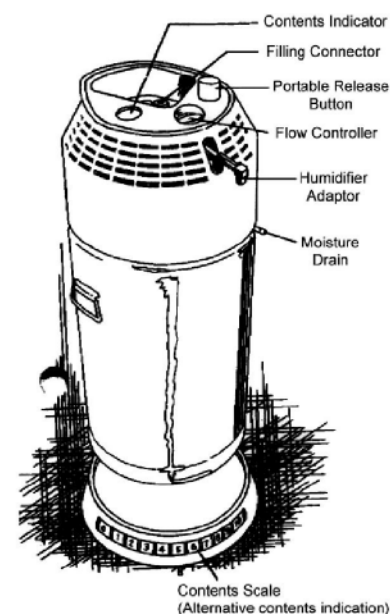
Liquid Oxygen Unit

A liquid oxygen unit is used to deliver medical grade oxygen. It is only to be used as prescribed by your physician. The information contained in this guide is provided to assist you in operating the equipment safely and to insure that maximum benefit from its use is achieved. If you have any questions about the equipment or its use at any time, ask your representative.

The liquid oxygen portable unit, which is filled from the stationary unit, provides a portable supply of oxygen. For example, when the flow controller is set at 2 liters per minute, the supply will last about 8 hours.

The stationary unit is for use in the home and will be refilled by a representative. The frequency of refill is dependent upon the rate of use. Your stationary unit may be equipped with one of two types of content level indicators.

- Contents Indicator- This indicator is visible through the top of the stationary unit. The indicator is graduated into 4 segments. When the indicator drops below the $\frac{1}{4}$ full graduation, your representative should be notified and asked to refill the unit. Do not attempt to fill the portable unit if the indicator is near the empty mark.
- Contents Scale- A color-coded window reveals an indicator which shows the contents of the unit. As the oxygen is used, the indicator will move from right to left.



When the contents indicator reaches the yellow area, your representative should be notified and asked to refill the unit. The red area indicates that the unit is empty. Do not attempt to fill the portable unit if the indicator is in or near the red area. The numbers above the color band do not indicate a specific amount of oxygen, but rather serve as helpful reference points.

Caution: Never place anything on or attach anything to the stationary unit as this would result in false readings on the Contents Scale. Do not tamper with or attempt to adjust the scale. If a problem is suspected, notify your representative.

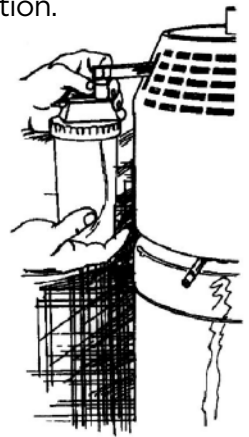
WARNING: Never depress the plastic tip of the filing connector on the stationary unit. Doing so would allow cold gaseous and liquid oxygen to escape.

Carrying the Portable Unit

The portable unit may be worn on either side of the body; however, wearing it on the right side will probably be more comfortable. It will also be less obvious to others that the unit is being worn when on the right side. The unit may be worn over the shoulder or in an across the body fashion. An adjustable shoulder strap and pad are provided for maximum comfort.

Using the Stationary Liquid Oxygen Unit:

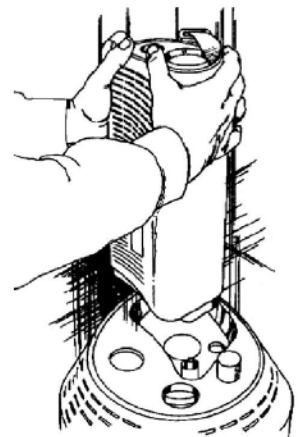
1. Fill the humidifier with distilled water to the level indicated on the humidifier instruction.
2. Attach the humidifier to the humidifier adapter.
3. Attach the oxygen tube to the humidifier outlet.
4. Adjust the cannula or other breathing device to the face to receive oxygen comfortably.
5. Turn the flow controller to the rate prescribed. NOTE: No oxygen will flow if dial is between settings.
6. Check the humidifier to insure that there is a steady flow of bubbles. This indicates that oxygen is flowing.
7. The contents indicator will show how much liquid is remaining. It should be checked periodically to insure that the supply is adequate.
8. Moisture will condense on the internal operating parts of the units. A drain is
9. provided to which a moisture collection container can be attached.



Filling the Portable Unit

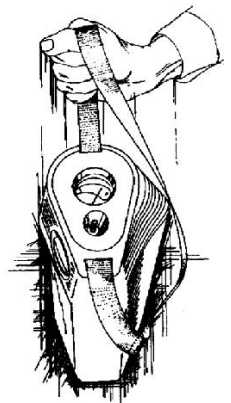
CAUTION: The fill connectors must be clean and dry in order to avoid malfunction due to freezing.

1. Check the content indicator to be sure the stationary unit has ample supply of liquid for filling purposes. NOTE: Do not attempt to fill the portable if the content indicator is near the empty area.
2. Hold the portable unit with both hands and position the contoured case over the matching recessed area in the stationary cover.
3. Lower the portable unit carefully into place taking care to assure proper engagement of quick connectors.
4. Place one hand on top of the portable unit directly over the quick connector and press straight down. This will lower the portable unit approximately 3/8", and assure proper engagement of the fill connectors.
5. While holding the unit in the fill position, move the vent valve lever straight out to the open position. (90 from normal off position) This will result in a rather loud hissing noise. (Note the time at start of fill.)



NOTE: One hand should maintain slight down pressure on the unit during filling to assure stability and proper filling position. Approximately 30-40 seconds into the filling procedure it is advisable to close and reopen the vent valve one or more times. This will break up any ice that may have begun to form around the valve stem and serve to avoid any problems with the vent valve freezing open.

6. After 1 ½ minutes have elapsed since starting the filling process, close the vent valve. (Fill time may vary according to the temperature of the container being filled.). It is also possible to detect the full condition by a noticeable change in sound of the venting gas, or by the presence of dense white vapor around the cover of the stationary unit.
7. Disengage the portable unit from the stationary unit by holding the carrying strap above the unit and depressing the release button. Always hold the portable unit with one hand when attempting to disengage it. Should the units not disengage easily, they may have become frozen. **DO NOT USE FORCE.** Simply allow a few moments for the frozen parts to warm and remove when the ice has melted.
8. Check the liquid oxygen contents indicator. The amount of liquid contained in the portable unit is measured by a scale which is built into the top of the unit. The scale is read by simply lifting the portable unit by the strap nearest the indicator. The liquid contents is indicated on the color-coded gauge.



Filling the Portable Unit (continued)

NOTE: For shorter planned use time, you can partial fill the Portable unit by closing the "vent to fill valve" sooner than you normally would. In this way, your portable unit will be even lighter and you will waste less oxygen.

9. Place the oxygen tube on the "oxygen adapter" and adjust the cannula or other breathing device to the face to receive oxygen comfortably.
10. Turn the flow controller to the prescribed rate.

Safety

Oxygen is very safe to use when the proper precautions are followed. Oxygen will NOT burn and will NOT explode. Oxygen WILL cause anything that is burning to burn faster and hotter. Use the following safety rules and you will create a very safe environment when you use your home oxygen:

1. NEVER smoke with your oxygen on and NEVER permit smoking in the same room your oxygen equipment is in.
2. Place "OXYGEN IN USE/NO SMOKING" signs at all the entrances to your home and at the door to the room where the oxygen will be in use.
3. Store oxygen equipment and keep oxygen tubing at least five (5) feet from open flames, space heaters, large windows (with prolonged exposure to direct sunlight) or any heat source.
4. If you need to cook follow these steps which will help to keep the tubing away from the heat source.
 - 1) Secure the cannula over your ears and behind your head instead of under your chin.
 - 2) Secure the tubing to the side of your clothing at the waistline.
 - 3) Use the rear burners of the stove when possible.
5. NEVER use grease or oil on any part of your oxygen. Keep oxygen equipment away from any flammable materials including grease, oil, Vaseline, hand lotions, aerosol sprays, and hair lubricants.
6. DO NOT store your oxygen concentrator or oxygen cylinders in an enclosed area such as a closet. NEVER stand up or lean oxygen cylinders against a wall without being secured.
7. DO NOT store or transport oxygen cylinders in the trunk of a car.
8. NEVER use an electric hair dryer or oil based face creams while wearing your oxygen. DO NOT use furniture polish, wax, or aerosol sprays to clean the surface of the oxygen concentrator. Wipe the surface with a damp cloth only.
9. Keep fire extinguishers charged and in your home. Keep working smoke detectors in your home and change the battery twice per year when you "spring forward" or "fall back" for daylight savings time changes

Warranty

If you have purchased the oxygen system, your warranty is for thirty six months (3 years) beginning with the date of original set-up. If you are renting the oxygen system your warranty is for the length of the rental.