

# 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.**

## Oxygen Tanks

### Instructions

1. Place oxygen cylinder securely onto cart or stationary stand. (Picture 1)
2. Attach regulator to cylinder; note 'pin index' on the valve of the regulator. (Picture 2)
3. Secure the regulator by tightening the screw handle.
4. Attach nasal cannula to regulator port.
5. Open flow from tank by turning cylinder valve counter-clockwise.
6. If not already set, slowly turn liter flow to prescribed level.
7. Listen for a hissing noise where the regulator meets the cylinder valve. If you hear oxygen escaping, check the regulator to make sure it is securely attached, and washer is in place.
8. Check contents gauge making sure that it reads full.

Picture 1



Picture 2



### Maintenance

- Replace oxygen cannula every four weeks.
- Wipe tanks down with a damp cloth. Never use chemical or solvents to clean the cylinders.
- Replace 'washers' should leaks occur. (Use only supplied washers.)

### Frequent Replacement Items

- Oxygen cannula
- Oxygen cylinders

## Safety

- DO NOT oil or lubricate the regulator or post valve assembly.
- Do not smoke while using oxygen or be within five feet of someone smoking.
- Keep heat source five feet away from you and your oxygen tubing.
- Do not use an oil-based product (e.g., petroleum jelly) for nose irritation. Use only water-based products.
- Keep oxygen cylinders stored in well-ventilated area. If cylinders cannot be secured in a cart or cylinder rack, lay cylinders on their side.
- Do not change your oxygen flow rate without consulting your physician.
- When traveling with oxygen, safely secure tanks in the car. Do not store tanks in the trunk of the car or in a closed car in hot weather.