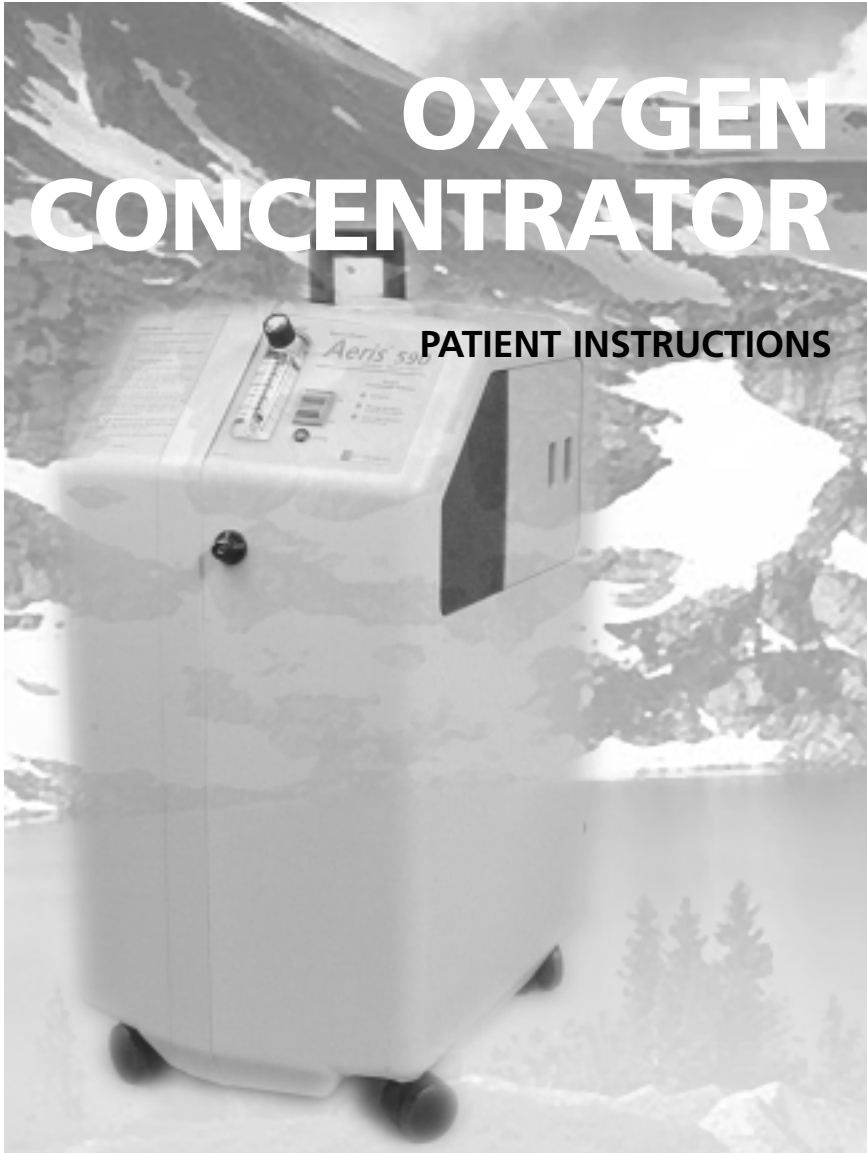


# OXYGEN CONCENTRATOR

PATIENT INSTRUCTIONS



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Michigan (Lower Peninsula): 1-800-482-0222  
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Indiana: 1-800-766-1608

Customer Service (Detroit Metro Area)  
Clinical Services and Home Medical  
Equipment/Supplies

1-800-843-0222  
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## YOUR PRESCRIPTION

Your doctor has prescribed your oxygen to be used in the following manner:

\_\_\_ liters per minute during **normal activity**.

\_\_\_ liters per minute **with sleep**.

\_\_\_ liters per minute when **exercising**.

\_\_\_ liters per minute **continuously**.

**Never increase your oxygen without the approval of your doctor.** Oxygen is a prescribed drug. Never increase your oxygen without the specific approval of your doctor. **If your doctor changes your oxygen flow rate or hours of use, notify Wright & Filippis. It is also important to notify Wright & Filippis if you change doctors or if your insurance information changes.**

## EQUIPMENT/ACCESSORIES

**Description**

**Part Number**

Description	Part Number

## YOUR OXYGEN CONCENTRATOR

An oxygen concentrator is an electrically operated device that draws in room air, separates the oxygen from the other gases in the air and delivers the concentrated oxygen to you. At 2 liters per minute, the air that you receive from your concentrator is more than 90% oxygen.



Oxygen concentrators are available in different sizes and models. However, all models have the same basic parts: a **power switch** to turn the unit on and off, a **flow selector** that regulates the amount of oxygen you receive, an **alarm system** that alerts you if the power is interrupted and, if recommended, a **humidifier bottle**. The oxygen is delivered to you through a nasal cannula. The tubing on the cannula is attached to the outlet on the unit. Sometimes,

an extra length of tubing may be provided. This will allow you to move a farther distance from your concentrator.

## OPERATING YOUR OXYGEN CONCENTRATOR

The following step-by-step instructions will help you operate your oxygen concentrator.

**Step 1:** Check the number of prongs on the plug of your concentrator. Follow the corresponding instructions for the appropriate number of prongs.



### For Two-Prong Plugs:

- Do not use an extension cord with the concentrator.
- Do not plug the concentrator into an outlet that has other major appliances plugged into it.



### For Three-Prong Plugs:

Use these instructions ONLY if you are sure that your outlet is grounded. **If your outlet is not grounded, or if you are unsure, contact an electrician. Using an ungrounded outlet**

**could result in a fire hazard or shock.**

- Do not use an extension cord with the concentrator.
- Do not plug the concentrator into an outlet that has other major appliances plugged into it.
- If your outlet is not a 3-prong, you may need to use a plug adapter.
- When using a plug adapter, connect the ground screw.



**Step 2:** Attach nipple adapter or water bottle to the concentrator outlet tube and attach the oxygen tubing to the nipple outlet.

**Step 3:** If a humidifier bottle is recommended, attach a bottle that is filled with distilled water.

- Center the threaded cap on the humidifier bottle under the threaded outlet tube on the concentrator.
- Turn the cap on the humidifier bottle until it is tightly screwed onto the outlet tube.

**Step 4:** Turn machine ON. The alarm will sound for a few seconds until the proper pressure is reached.

**Step 5:** Adjust the oxygen flow rate by turning the liter control knob until the flow is at the prescribed number.



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### FLOWMETER WITH LITER TUBE:

Adjust the liter control knob until the middle of the indicator ball is at the prescribed number.

- Your doctor has prescribed the oxygen flow rate for you.
- Never change this liter flow without instructions from your doctor.

**Step 6:** Fit the nasal cannula to your face so that it is comfortable.

- Insert the two prongs of the cannula into your nostrils. Make sure the prongs face upward and curve into your nostrils.
- Slide the tubing over and behind each ear.
- Adjust the tubing to fit comfortably under your chin by sliding the adjuster upward. Be careful not to adjust it too tightly.



**Step 7:** You should use your concentrator for the number of hours each day that your doctor has prescribed. When you have finished using your oxygen, you should:

- Remove the nasal cannula.
- Turn OFF the machine.

## CLEANING AND MAINTENANCE PROCEDURES

**Oxygen systems require very little cleaning.** The only item that requires cleaning on your concentrator is the external filter and the cabinet. The cabinet can be washed with a damp cloth.

**All cleaning must be done in a clean environment.** Cleaning and decontamination of respiratory therapy equipment in the home is of major concern. To prevent equipment contamination, a simple but effective cleaning procedure must be carried out on a routine basis. Do all cleaning and disinfecting in a clean environment. Avoid doing it after vacuuming, under an open window, or in dusty, dirty, smoky areas.

### ONCE A WEEK:

**Step 1:** Remove the filter.

**Step 2:** Wash in warm water and a non-lotion dish liquid.



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**Step 3:** Rinse the filter thoroughly with warm water.

**Step 4:** Gently squeeze water from the filter, then pat dry with a clean towel.

**Step 5:** Reattach the filter when completely dry.

The only other item that would require cleaning would be a humidifier bottle, if one were being used.

### CARE OF YOUR HUMIDIFIER BOTTLE

If you are using a humidifier bottle with your oxygen concentrator, you will need to check the water level in the jar frequently. When the water runs low or the bubbling stops, you need to refill the jar. **You should use your back up oxygen system while refilling and cleaning your humidifier bottle.**

#### Refilling the Humidifier Bottle



**Step 1:** Turn the oxygen concentrator OFF.

**Step 2:** Unscrew the jar from the humidifier bottle lid.

**Step 3:** Discard any water remaining in the jar.

**Step 4:** Rinse bottle under a strong stream of warm tap water. Allow water to run for three minutes before rinsing. Shake off the excess water.

**Step 5:** Refill the jar with distilled water to the fill line. **DO NOT OVERFILL THE BOTTLE.** Too much water in the bottle will cause water to collect in your oxygen tubing.

**Step 6:** *Screw the water bottle back on the humidifier bottle tightly.* Be certain the jar is screwed on straight. Cross threading will cause oxygen to escape out of the top of the jar.



### WEEKLY CLEANING AND DISINFECTION

It is very important to clean your humidifier bottle to prevent infection. The following procedure should be done weekly.

**Step 1:** Turn the oxygen concentrator OFF.

**Step 2:** Remove the humidifier bottle.

**Step 3:** Wash the entire humidifier bottle in a solution of dish liquid and warm water.

**Step 4:** Rinse the bottle thoroughly. Shake off excess water.

**Step 5:** Mix one part vinegar and four parts water. Soak for 20 minutes in the solution.

**Step 6:** Rinse bottle in warm tap water. Allow water to run for three minutes before rinsing.

**Step 7:** Shake bottle to dry.

**Step 8:** Discard vinegar solution.

**Step 9:** Replace your humidifier bottle as instructed.

### CARE OF YOUR OXYGEN TUBING

Minimal care is required of your oxygen tubing and nasal cannula. We recommend that once or twice during the day, you remove the cannula and wipe it clean with a damp cloth. You should discard and replace your nasal cannula every two weeks. Discard and replace your tubing every 90 days. Do not use alcohol or oil-based products on or near your cannula.



Occasionally, if you are using a humidifier bottle, moisture may accumulate inside your oxygen tubing. If this becomes uncomfortable, you should try the following procedure:

**Step 1:** Remove the humidifier bottle from the outlet tube on the concentrator.

**Step 2:** Attach a nipple adapter to the outlet tube.

**Step 3:** Remove the oxygen tubing from the humidifier bottle and attach it to the nipple adapter.

**Step 4:** Allow the oxygen to run directly through the tubing. Within a few minutes the tubing will be dry.

**Step 5:** When tubing is dry, disconnect it, remove the nipple adapter, reconnect the humidifier bottle to the concentrator and reattach the oxygen tubing to the humidifier bottle.

**Step 6:** Recheck the literflow gauge to make sure the oxygen is flowing at the prescribed level.

## SAFETY PRECAUTIONS

Oxygen is very safe to use when you create the proper conditions. Oxygen will not explode or burn, but it will cause anything that is burning to burn hotter and faster. By using the following safety rules, you will create a very safe environment when you use your oxygen.

### HEAT

**Store oxygen equipment at least ten feet away from open flames, space heaters, large windows or any source of heat.**

### GREASE

**Never grease or oil your oxygen equipment.** Keep equipment and tubing away from all flammable materials such as oil, grease, Vaseline, hair lubricants, hand lotions and aerosol sprays.



### SMOKING

**Do not permit smoking in the same room as your oxygen equipment.** Place NO SMOKING signs on all exterior doors of your residence and also on the door to the room where you will be using your oxygen. It is possible for you to be in a large room, such as a restaurant, where

smoking is permitted as long as no lighted smoking materials are within ten feet of your equipment. Ask to sit in the non-smoking section of the restaurant.

### STORAGE

**Do not store your concentrator unit in a small storage area.** The extra heat generated by your concentrator could damage the unit and other materials in your storage area.

### FACE CREAMS/HAIR DRYER/ELECTRIC RAZOR

**Never use oil-based creams, a hair dryer or electric razor.** It

is possible, in certain conditions, that the combination of oxygen, oil-based face creams and a spark from an electric appliance could ignite and cause burns to your face. Always use water-based cosmetics or creams.



### FURNITURE POLISH

Clean the concentrator surface with a damp cloth. **Never use wax, spray or furniture polish.**

### EXTENSION CORD

**Do not use an extension cord with the concentrator.**

### ELECTRICAL OUTLET

**Never plug the concentrator into an outlet that is being used to power other major appliances. Do not use an "octopus" adapter with your concentrator.**



### CONCENTRATOR PLACEMENT

**Keep the concentrator at least 12 to 18 inches away from drapes, bedspreads, walls or any other item that might block the inlet ports.** If the concentrator is too noisy, place it in an adjacent room.

### COOKING SAFEGUARDS

**It is best to use a microwave oven or make other arrangements but if you must cook, you can:**

**Step 1:** Secure the cannula over the ears and behind the head instead of under the chin.

**Step 2:** Secure oxygen tubing to the side of your clothing at the waist with a large safety pin. This method will keep the oxygen tubing away from the source of heat.

**NOTE:** Do not bend down close to the burner.



## TRAVEL TIPS

Early planning and careful preparation are the keys to an enjoyable trip. The following tips should help you plan and prepare for any trip.

Contact your doctor to make sure your proposed trip is medically safe and to obtain additional copies of your prescription.

Contact Wright & Filippis\* for assistance with getting oxygen refills along your driving route or at your final destination.

Have cash available to pay for oxygen refills or equipment.

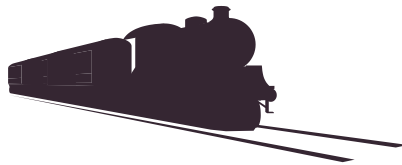
### If traveling by CAR/RV:

- Remind passengers not to smoke in the car.
- Securely fasten tanks.
- Keep one window partially open.
- Do not store oxygen in the trunk of your car.
- Do not store oxygen in an area where the temperature will reach 120 degrees Fahrenheit.
- In a recreational vehicle, do not store gas near an open flame.



### If traveling by BUS/TRAIN/SHIP:

- Contact the reservation office for specific information about the use of oxygen and special accommodations.
- Most companies require at least two weeks notice if you are going to be using oxygen on your trip.



### If traveling by AIRPLANE:

• **Most companies require at least *four weeks* notice if you are going to be using oxygen on your trip.**

- Ask your doctor what flow rate to use during your flight.
- Request a direct flight, if available.
- Most airlines require you to use their oxygen on the plane.

- If there are layovers, ask if the airline will supply oxygen during the layover.
- Ask what the airline will charge for oxygen during the flight.
- Arrange for your oxygen supply at your final destination.

\* respiratory department

## TROUBLESHOOTING CHART

TROUBLE	PROBABLE CAUSE	REMEDY
No oxygen seems to be flowing from your system	Cannula or nipple adapter not connected tightly	Place the end of your cannula in a small glass of water and look for a steady flow of bubbles. If you can see the bubbles, your oxygen system is working properly.  If you can't see any bubbles coming from both of your cannula prongs or if the bubbles have decreased in volume, check to see that the cannula is connected tightly to your oxygen system and that the nipple adapter is screwed on tightly.
Water blocking the oxygen tubing	Overfilling your humidifier bottle or tubing lying on a cold floor.	You should use your backup oxygen system while attending to water in your tubing (see page 10 for instructions).
Unit not operating (power failure alarm sounds)	Plug not firmly in wall  Concentrator circuit breaker has been set off  No power at wall outlet  Electrical power outage	Check plug at outlet.  Press reset button.  Check power source (fuse or circuit breaker). Wall switch that controls plug may be switched off. Try another outlet.  Use backup oxygen system until power is restored.
Unable to dial prescribed flow rate	Obstructed humidifier bottle  Obstruction in tubing  Obstruction in cannula	Disconnect humidifier bottle. If flow is restored, replace with new humidifier bottle or use a nipple adapter.  Disconnect tubing. If flow rate is restored, replace with new tubing.  Disconnect cannula from tubing. If proper flow rate is restored, replace with new cannula.
Temperature light/alarm is on	Unit overheated	Check to see that unit is not obstructed by drapes, bedspread, wall, etc.  Check to see that filters are clean.  Turn unit off and go to your backup system for 30 minutes while your concentrator is cooling. Restart your concentrator.
All other problems or alarms		Contact Wright & Filippis respiratory department.

## **WATER BLOCKING THE OXYGEN TUBING**

Occasionally your oxygen tubing may become blocked by water. This can be caused by overfilling your humidifier bottle, or from your tubing lying on a cold floor.

**If you are using a humidifier bottle:**

**Step 1:** Remove the cannula from your face and place prongs in a container to collect the water.

**Step 2:** Remove the humidifier bottle.

**Step 3:** Attach the nipple adapter and increase your oxygen flow to MAXIMUM. The high flow rate will evaporate the water in the tubing.

**Step 4:** Return your oxygen flow to its prescribed setting.

**Step 5:** Remove the nipple adapter and reattach your humidifier bottle.

**Step 6:** Reattach cannula.

**Step 7:** If moisture continues to accumulate, contact your local Wright & Filippis branch for a water trap.

**If you are NOT using a humidifier bottle:**

**Step 1:** Remove your oxygen cannula from your face and place the cannula prongs in a container to catch the water.

**Step 2:** Increase your oxygen flow to its maximum level and allow the high flow of oxygen to evaporate the accumulated moisture, or to purge the water from the cannula.

**Step 3:** Return your oxygen flow to its prescribed setting.

**Step 4:** Reattach your cannula to your nose and ears.