Oxygen Handling Instructions

Turning On Your Oxygen Cylinder

Step #1:

- ✓ Open the cylinder valve by turning counterclockwise all the way
- ✓ You may have to use an oxygen wrench.
- ✓ The needle on the pressure gauge will register the amount of oxygen in the cylinder.
- ✓ A full cylinder registers approximately 2,000 PSI.

Step #2:

- ✓ Adjust the oxygen flow rate by turning the liter control knob until the flow is at the prescribed number.
- ✓ Flowmeter with Dial Gauge: Adjust the liter control knob until the needle on the gauge registers the prescribed number.

! Your medical provider has prescribed the oxygen rate for you !

! NEVER change this liter flow without instructions from your medical provider !

Step #3:

- ✓ Fit the nasal cannula for your face so it is comfortable.
- ✓ Nasal cannula:
  - Insert the two prongs of the cannula into your nostrils.
  - Make sure the prongs face downward/inward 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 adjustor upward.
  - Be careful not to adjust it too tightly. Regularly check the ears and nose for pressure areas and/or sores inside the nose.

Turning Off Your Oxygen Cylinder

When you are finished using your oxygen, turn off your portable cylinder system following the steps below:

Step #1: Remove the nasal cannula

Step #2:

- ✓ Close the cylinder valve by turning clockwise all the way.
- ✓ You will have to use an oxygen wrench to stop the flow of oxygen from the tank.
- ✓ Allow the oxygen to bleed out of the flow meter.
- ✓ Turn flowmeter off.
- ✓ Needle on pressure gauge will drop to zero.

Step #3:

- ✓ When the pressure gauge registers zero, turn the liter control knob to the "OFF" position.

You will need to monitor the amount of oxygen you are using. This will assist you in knowing when to call HME and order more oxygen. Reorder two (2) days before you will run out.

The charts you will be given will help you gauge the length of time your cylinders will last. These are approximate figures based on continuous usage and are intended to serve only as a general guide.

To use the charts:

- ✓ Look at the pressure gauge on your tank regulator and find that same number on the left side of the chart.
- ✓ Go across the chart until you have located the liter flow you are using.
- ✓ The number in that box will tell you approximately how many hours of oxygen you have left in a FULL tank.

Oxygen Cylinder Change Out

1. Remove the empty cylinder and place on the floor on its side.
2. Place new cylinder in pull cart or stand.
3. Take off plastic protector.
4. Place the "O" ring inside the regulator, if permanent "O" ring is not in place.
5. Holding the cylinder with a firm hand, and using your cylinder key, "crack" the cylinder to blow off any dust that may be inside.
6. Place the regulator onto the cylinder, matching the pins on the regulator to the holes on the cylinder. Tighten regulator.
7. Slowly turn cylinder on by using the oxygen wrench and turning counterclockwise.
8. Pressure will rise on the regulator gauge indicating how much oxygen is in the cylinder.
9. Turn flow meter knob to the flow rate ordered by your medical provider.
10. Pick up the empty cylinder and place in a secured storage area.

How to Take Off Regulator

Make certain there is no pressure registering on the regulator before you take the regulator off. Turn the cylinder clockwise to turn it off. Bleed pressure out of the regulator by turning flow knob up. Both needles on the regulator should be on zero.

NOTE: When the pressure on the regulator registers 500 PSI (in the red zone), replace the oxygen tank. Please do not allow oxygen cylinder supply to run out before calling to reorder. Thank you!