



Nasal CPAP/

Bi-Level

Patient Instructions



APRIA HEALTHCARE®

Orientation Checklist

Demonstrate the following:

- Where to place the unit in the bedroom
- How to position and size the headgear
- How to turn the unit on
- How to change filters
- How to attach mask/pillow/seals
- How to check for leaks in the system
- How to adjust ramp delay (if physician allows)
- How to attach oxygen if prescribed
- Have patient/caregiver demonstrate all of the above

Safety information:

- Explain the importance of grounding all electrical equipment.
- Explain the importance of never turning the unit on or off while oxygen is flowing through the circuit.
- Explain the importance of following the cleaning procedures.
- Explain CPAP/bi-level patient instruction manual.
- Explain Apria Healthcare's recontact schedule.
- Explain how to contact Apria Healthcare for routine and after-hours equipment problems.
- Explain how to obtain help if a medical emergency arises.
- Explain warranty information and how to obtain service for purchased equipment.

Special instructions:

Patient/Caregiver Acknowledgement

The undersigned acknowledges that he/she has received, been instructed in, and understands the subjects covered in this booklet.

Patient/Caregiver Signature

Date

Clinician Signature

Date

Orientation Checklist	i
Patient/Caregiver Acknowledgement	ii
Your Prescription	2
Why Nasal CPAP/Bi-Level Therapy Is Needed. . .	3
Your CPAP/Bi-Level Unit	5
Circuit	6
Operating Your CPAP/Bi-Level Unit	7
Assembling Your Headgear	10
Final Assembly	14
Bi-Level Positive Airway Pressure	16
Using a Humidifier with Your System	17
Cleaning Your Humidifier	18
Using Oxygen with Your CPAP/Bi-Level Unit . .	19
Cleaning Your Equipment	20
Cleaning the CPAP/Bi-Level Unit	22
Filter Maintenance	22
Information for Nasal CPAP Patients.	23
Physical Problems	25
Handwashing Technique	26
Safety Precautions	27
Common Problems and Their Solutions.	30
Troubleshooting	32
Feedback on Our Services.	33

Table of Contents

Orientation Checklist	i
Patient/Caregiver Acknowledgement	ii
Your Prescription	2
Why Nasal CPAP/Bi-Level Therapy Is Needed.	3
Your CPAP/Bi-Level Unit	5
Circuit	6
Operating Your CPAP/Bi-Level Unit	7
Assembling Your Headgear	10
Final Assembly	14
Bi-Level Positive Airway Pressure	16
Using a Humidifier with Your System	17
Cleaning Your Humidifier	18
Using Oxygen with Your CPAP/Bi-Level Unit	19
Cleaning Your Equipment	20
Cleaning the CPAP/Bi-Level Unit	22
Filter Maintenance.	22
Information for Nasal CPAP Patients.	23
Physical Problems	25
Handwashing Technique	26
Safety Precautions	27
Common Problems and Their Solutions.	30
Troubleshooting	32
Feedback on Our Services.	33

Your Prescription

Pressure Setting I (inhale): _____ cm H₂O

Pressure Setting E (exhale): _____ cm H₂O

Unit: _____

Mask or pillow size: _____

Model: _____

Headgear size: _____

Headgear type: _____

Ramp: _____

Humidifier:* _____

Oxygen prescription: _____

Other: _____

*A heated humidifier requires a physician's order.

Your CPAP/bi-level unit is a prescribed medical therapy unit that needs to be applied in a very specific manner. If your doctor changes your CPAP/bi-level unit settings, notify Apria Healthcare immediately.

Please note that the information provided here is meant to supplement, not replace, any special instructions provided by your doctor.

Note: Your unit may look different than the units pictured in this booklet.

Why Nasal CPAP/Bi-Level Therapy Is Needed

Both CPAP and bi-level therapies use Continuous Positive Airway Pressure (CPAP) to treat Obstructive Sleep Apnea (OSA).

Common Signs and Symptoms of Obstructive Sleep Apnea

- Snoring
- Excessive daytime sleepiness
- Restless sleep (may include moving arms and legs)
- Morning headaches
- Slight disorientation/memory lapses
- Irritability
- Personality changes
- Pauses when the patient doesn't breathe during sleep

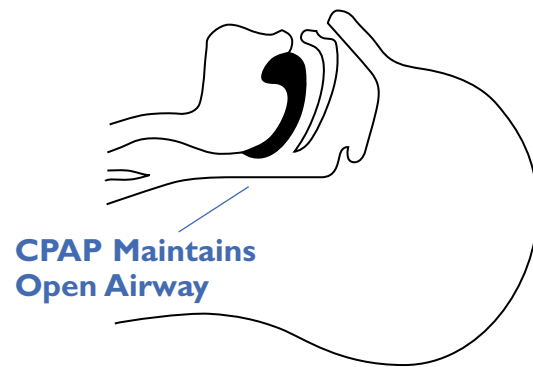
Obstructive Sleep Apnea is a sleep disorder that occurs when the airway is obstructed or blocked. As a result, no air moves into or out of the lungs (this is called "apnea"). The obstruction may be due to a variety of factors including loss of muscle control over the tongue which may cause the tongue to fall back against the airway and/or the collapse of the soft palate (the soft part of the roof of the mouth) over the airway.

You breathe differently during sleep and wakefulness. During sleep, your muscles relax, your airway narrows and your body exerts less effort to breathe.



Common sleep difficulty with Obstructive Sleep Apnea

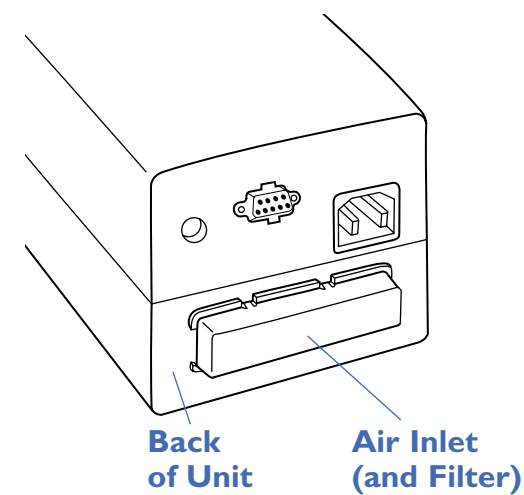
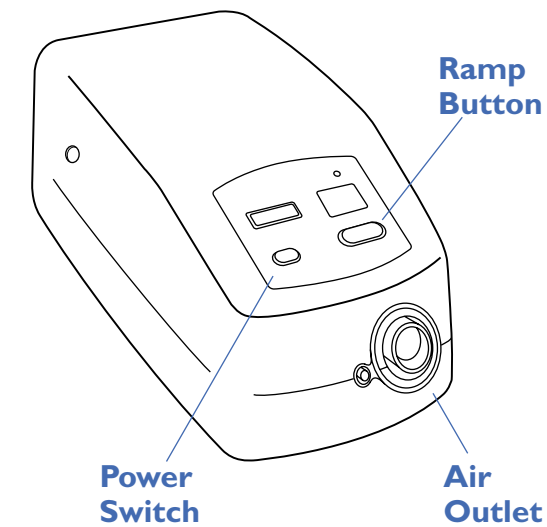
During an episode of apnea, the brain causes you to awaken slightly without even realizing it so that you can breathe. Episodes of apnea can last from just a few seconds to over a minute and can occur hundreds of times throughout the night. With each breath, oxygen should be brought into the lungs, absorbed into the blood, and then distributed to the organs and tissues. Also, carbon dioxide should be exhaled. During apnea episodes, the oxygen content of the blood decreases and carbon dioxide levels increase. This causes the blood pressure to rise, which puts stress on the heart and other organs. Also, this constant interruption of deep sleep results in a loss of restful, healthy sleep, and generally causes daytime sleepiness.



Nasal CPAP acts to open upper airway

The CPAP/bi-level unit treats Obstructive Sleep Apnea by providing low pressure airflow to your airways by means of a nasal mask that fits over the nose or nasal pillows which are inserted into the nostrils. Air pressure holds the airway open, preventing the collapse of the palate and tongue over the air passage. This allows for normal breathing and uninterrupted sleep.

Your CPAP/ Bi-level Unit



Basic parts of CPAP and bi-level units

The CPAP and bi-level units use electrically powered motors and blowers to maintain the air flow necessary for treatment. As room air enters the unit it is filtered for dust and other airborne particles, then pushed through the circuit and into your airways.

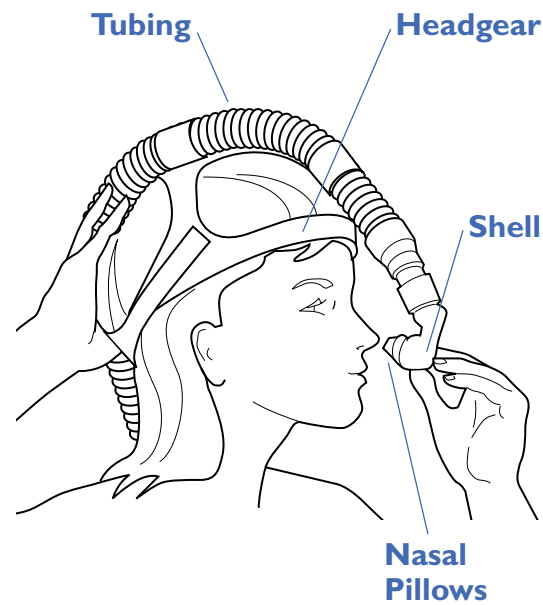
Your doctor has prescribed the appropriate level of air pressure to keep your airway open during sleep. Your CPAP or bi-level unit has been preset by Apria Healthcare to deliver the correct pressure level. **Do not make any adjustments to your CPAP or bi-level unit.** If you have any questions about your prescribed setting, please consult your doctor or Apria Healthcare.

CPAP and bi-level units are available in different models. However, all models have the same basic parts: a **power switch** to turn the unit on and off, an **air outlet** to which the tubing is connected, an **air inlet** where air is pulled into the unit through a **filter(s)** which removes dust and lint from incoming air.

Ramp Feature

Some units are equipped with a feature called ramp. The ramp feature allows you to reduce the air pressure to a very low level as you begin to fall asleep. Within 30 minutes, the pressure will automatically “ramp up” to your prescription pressure at a gentle rate that should not awaken you. Some units allow you to set your ramp time. Your Apria Healthcare representative will demonstrate what features your CPAP/bi-level unit offers.

Circuit



Nasal pillow circuit

The circuit is attached to the air outlet on the CPAP/bi-level unit. The circuit has a number of parts. These parts vary depending upon the type of circuit used: **nasal pillow circuit** or **nasal mask circuit**.

Nasal Pillow Circuit

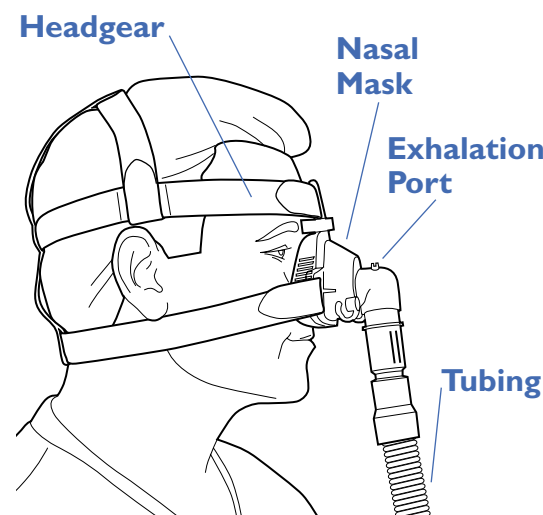
If you are using a nasal pillow circuit, you will need the following items: **tubing**, which attaches to the air outlet on the CPAP/bi-level unit, a **shell** to which the nasal pillows are attached, **nasal pillows** which fit snugly in the nostrils, and **nasal pillow headgear** which secures the nasal pillows to the nose and maintains a proper seal in both nostrils.

Nasal Mask Circuit

If you are using a nasal mask circuit, you will need the following items: **tubing**, which attaches to the air outlet on the CPAP/bi-level unit, a **nasal mask**, which fits snugly over the nose, and **nasal mask headgear** or **nasal mask cap**, which secures the nasal mask to the face.

Exhalation Ports

Both nasal shells and nasal masks must provide an opening to allow exhaled air to escape. **Do not block the exhalation ports or vents.**



Nasal mask circuit

Operating Your CPAP/Bi-Level Unit

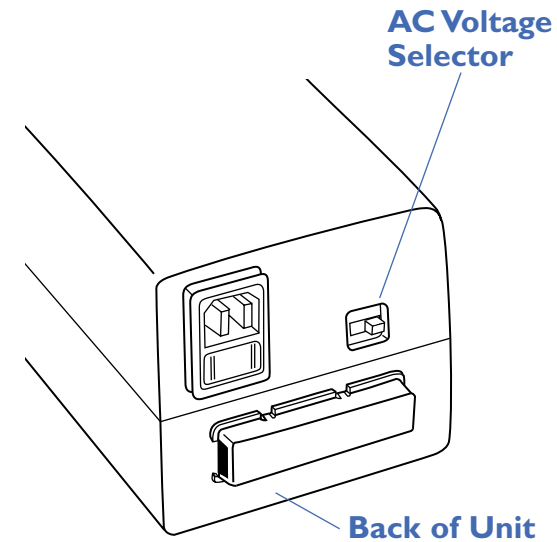
The following step-by-step instructions will help you operate your unit.

Step 1: If applicable for your unit, make sure the voltage selection switch on the bottom or back of the unit is set correctly.

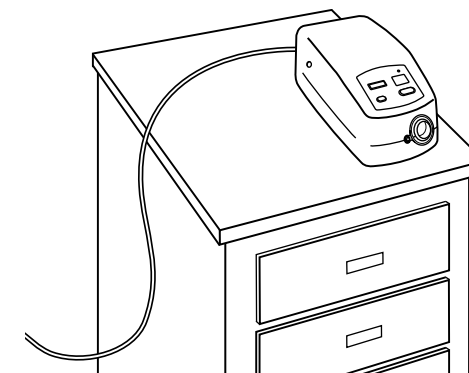
- The voltage setting for the United States and Canada is 115 volts.
- For other countries, check the country's line voltage requirements for the correct setting.
- Depending upon the brand of CPAP/bi-level unit, you may also need to exchange fuses when using your unit in other countries.

Step 2: Place the CPAP/bi-level unit on a sturdy surface.

- Select a location near the bedside, on a nightstand or dresser. Do not place the unit above your head. You may pull on the tubing at night and pull the unit onto your head.
- Make certain there is air circulation around the unit and that the air inlet is not blocked by bedclothes, draperies or furniture.
- Do not place the unit near a heat source.
- Do not place the unit on a pad or carpet that could obstruct the flow of air around or underneath the unit.
- If you are using a room humidifier, make certain it is placed a minimum of six feet away from your CPAP/bi-level unit.

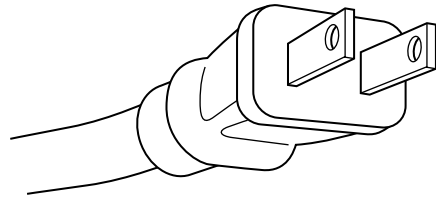


Make sure voltage selection switch is set correctly



Place unit on a sturdy surface

Step 3: Check the number of prongs on the AC power cord shipped with your unit. Review the following instructions before connecting your unit to a power source.



Two-prong power plug

For Two-Prong Power Plugs:

If the power cord only has two prongs, you may proceed to Step 4.

For Three-Prong (Grounded) Power Plugs:

- If your electrical power outlet is not a 3-prong (grounded) power outlet, you will need to use a grounded plug adapter. Do not use a non-grounded plug adapter.
- Whenever using a grounded plug adapter, always connect the ground wire or ground screw as required.

Warning: If your outlet is not grounded or if you are unsure whether it is or not, Apria Healthcare recommends that you contact an electrician. Using a non-grounded outlet could result in a fire hazard or an electrical shock.

Continue using these instructions ONLY if you are sure that your electrical power outlet is grounded.

12 Volt DC Power Source:

If you wish to use your unit with a 12 volt DC power source, contact Apria Healthcare for information and equipment.

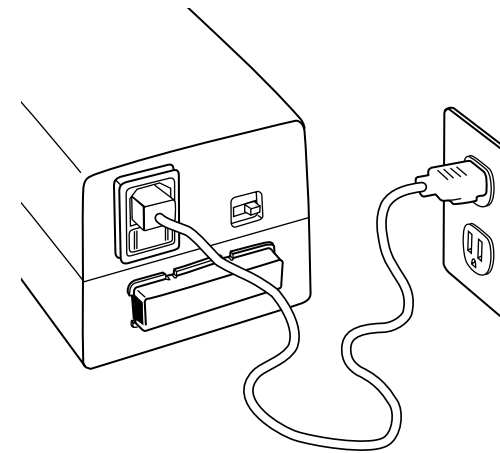
Three-prong (grounded) power plug

Step 4: If the AC power cord is not permanently attached to your unit, plug its female end into the AC power inlet on the back of the unit. Plug the other end of the cord into an appropriate (as described above) electrical power outlet.

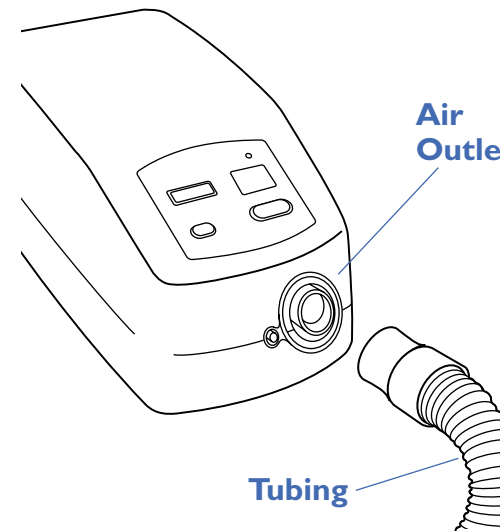
- Do not use an extension cord with your unit.
- Do not plug the unit into an outlet that has other major appliances plugged into it.

Step 5: Connect your tubing to the air outlet on the CPAP or bi-level unit.

Step 6: Assemble and fit your nasal mask or nasal pillow circuit as instructed on the following pages. Keep the unit turned OFF until you have completely put on and secured the nasal mask or nasal pillows and headgear.



Plug unit into a grounded wall outlet



Connecting the tubing

Assembling Your Headgear

Nasal Mask Circuit

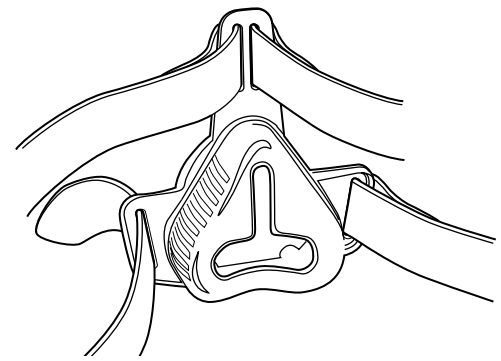
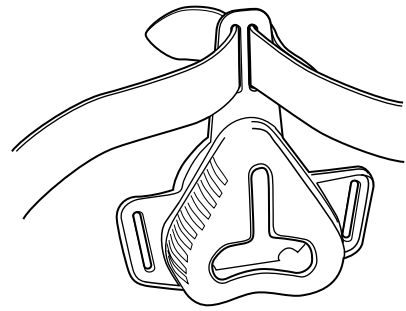
Follow these instructions for assembling and fitting the **nasal mask circuit**:

Step 1: Arrange the headgear so the longer straps are at the top.

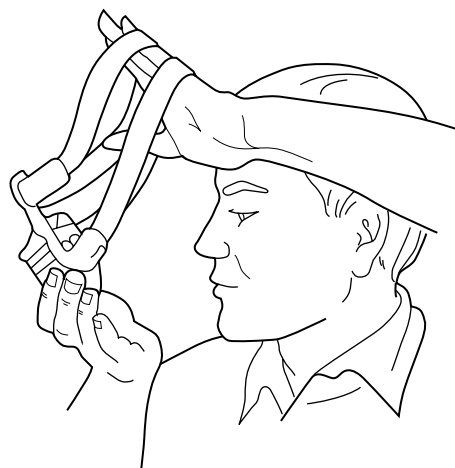
Step 2: With the Velcro facing out, away from your face, thread the four tabs through the top and side slots of the mask. Pull the straps through and fasten by pressing the Velcro back against the strap.

Step 3: Place the mask over your nose and slide the headgear over your head.

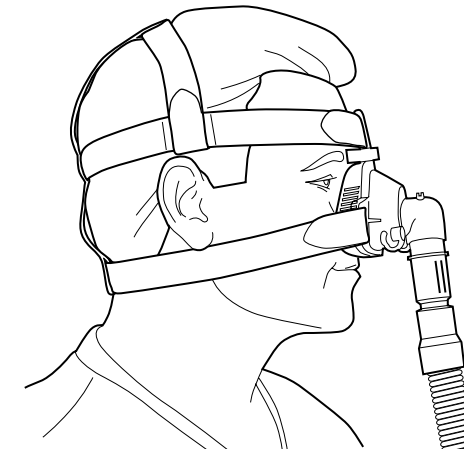
Note: There are several options to make your mask more comfortable. A spacer may be necessary to relieve irritation on the bridge of the nose. A comfort flap or support ring may be added to reduce leaks. Ask your Apria Healthcare representative for more information.



Fitting the mask



Putting on the mask



Correctly adjusted mask

Assembling Your Headgear (continued)

Step 4: Adjust all the Velcro straps, gradually tightening them until the mask fits comfortably against the face.

A tighter fit is not necessarily better — it can be loose as long as the seal is maintained.

Do not block the exhalation port on your nasal mask circuit. The exhalation port may be located at the base of your mask or in a special attachment between your mask and tubing.

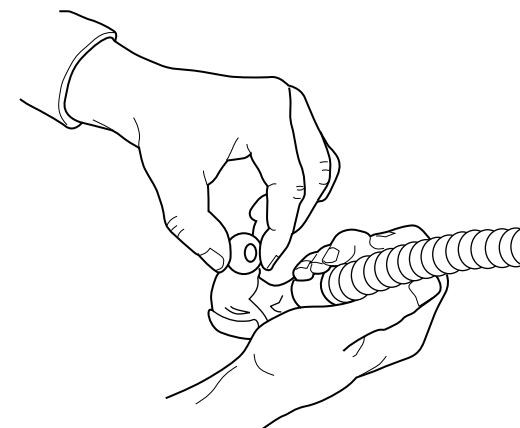
Helpful Hints

- For ease in future adjustments, you may wish to use permanent ink to mark the straps at the final strap position.
- Washing your face to remove excess facial oils will help to achieve a leak-free fit and prolong the useful life of the mask.

Nasal Pillow Circuit

Follow these instructions for assembling and fitting the **nasal pillow circuit**:

Step 1: Insert the pillows into the shell. Make certain the pillows are inserted properly and are not leaking.



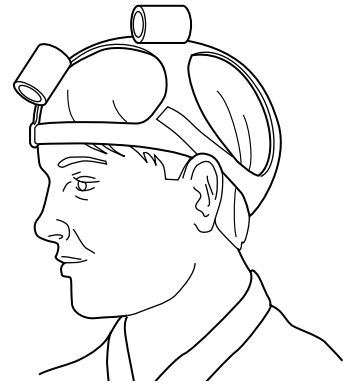
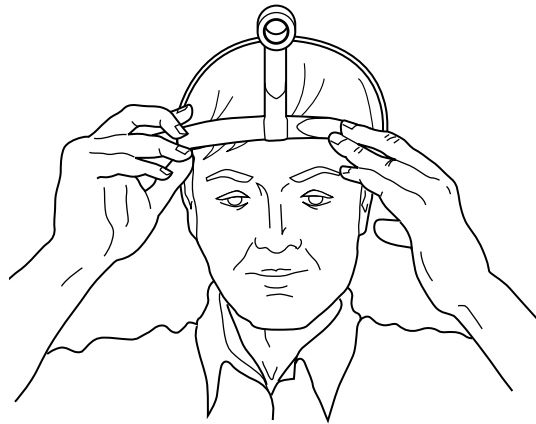
Inserting nasal pillows

Assembling Your Headgear *(continued)*

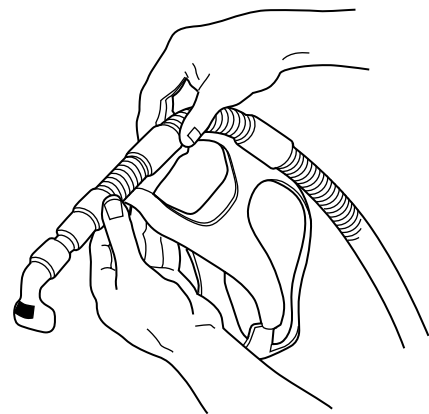
Step 2: Fit the nasal pillow headgear on your head using the Velcro straps to achieve a comfortable fit.

Step 3: Slip the headgear off your head without unfastening it.

Step 4: Attach the nasal pillow circuit assembly to the headgear. Wrap the Velcro around the tubing tight enough to secure the tube but allow for rotation.



Adjusting the headgear



Attaching the nasal pillow circuit to the headgear

Assembling Your Headgear *(continued)*

Step 5: Put the headgear, with the nasal pillow circuit attached, back on your head.

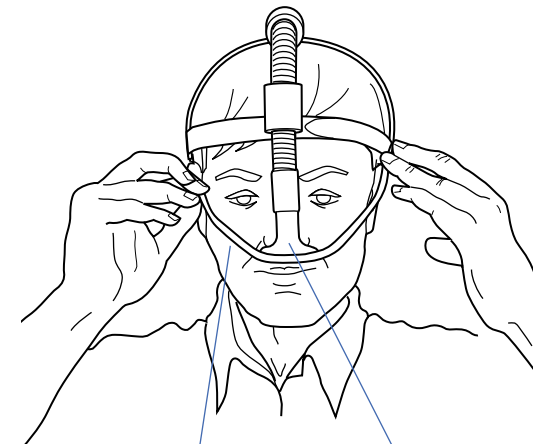
- Slip the headgear on as though you were putting on a mask.
- Position the nasal pillows for a comfortable fit.

Step 6: Attach the shell strap across the shell. Adjust the tension of the strap to attain a proper seal in both nostrils.

Do not block the exhalation port on your nasal pillow circuit. Your exhalation port is located on the backside of the shell.



Adjusting the headgear assembly



Shell Strap **Shell**

Adjusting the shell strap

Final Assembly



Turning the power on

Follow these steps to **connect the circuit to your CPAP or bi-level unit**:

Step 1: Connect the tubing to your nasal mask.

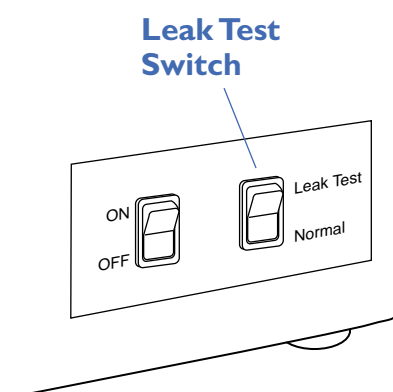
- If you are using a nasal pillow circuit, your tubing is already attached.
- Adjust the tubing so that it will not pull on the mask or nasal pillow circuit when you lie down.
- If possible, route the tubing up and over your headboard to reduce the tension on your mask or nasal pillow circuit.

Step 2: Press the power switch to ON.

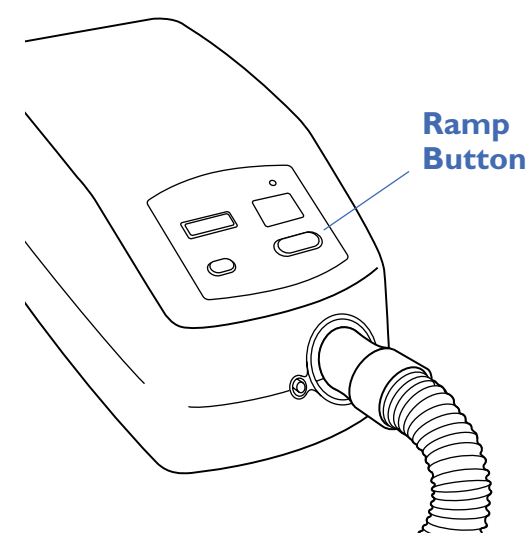
The unit will automatically deliver your prescribed pressure level.

Make sure that no air is leaking out of your mask or nasal pillows. If it is, readjust your mask or nasal pillows and headgear.

If your unit provides a **leak test switch**, turn the switch to the **leak test** position to immediately achieve your prescribed level of pressure. This allows you to check for leaks that might occur later when the unit ramps up to your prescribed pressure level. Adjust the nasal mask and headgear if any leaks are occurring. Turn the switch back to the **normal** position and turn the ramp dial to activate the ramp feature.



Unit equipped with leak test



Optional ramp feature

Final Assembly (continued)

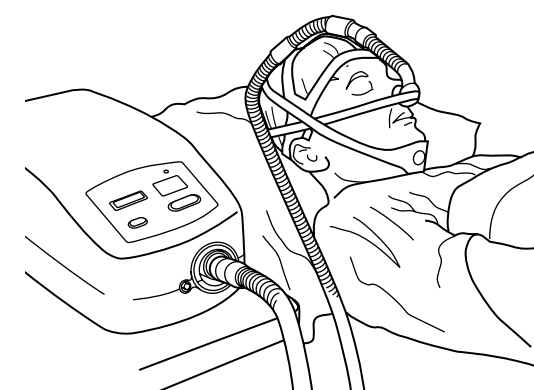
Step 3: If your physician approves, and if your unit offers the **ramp feature**, activate the ramp dial or delay button at this time. Either press the **delay button** which will activate the ramp feature over a set period of time or turn the **ramp dial** to the amount of time you desire.

Step 4: Relax and take slow deep breaths through your nose.

If you need to get up during the night, press the power switch to OFF and disconnect the tubing from the nasal mask or nasal pillow assembly, leaving the mask or nasal pillows and headgear on your head. Reattach the tubing when you return to bed and press the power switch to ON. You may wish to reactivate the ramp feature if it is available on your unit.

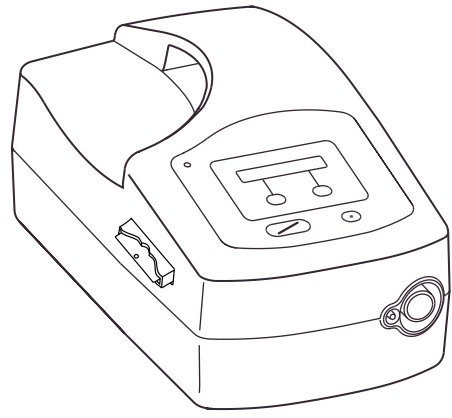
If you wish to remove the headgear and mask or nasal pillows, it may be easiest to unhook or loosen only one of the bottom straps to remove the headgear in a quick one-step fashion.

Step 5: In the morning, clean your mask or pillows (see page 20). Daily cleaning is recommended.



Relax and take slow deep breaths

Bi-Level Positive Airway Pressure

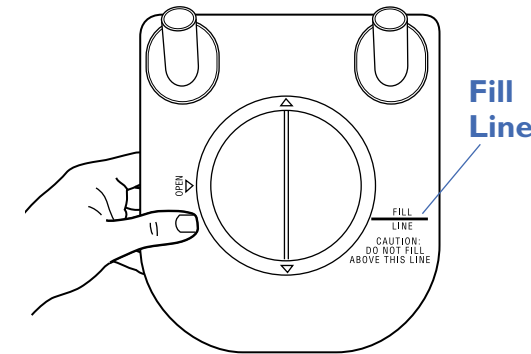


Bi-level Positive Airway Pressure unit

Some patients may require a bi-level unit. Standard CPAP units maintain the same pressure while you inhale and exhale. A bi-level unit has a higher pressure for inhalation and a lower pressure for exhalation. Many patients report that the bi-level unit's lower expiratory pressure makes it easier for them to exhale, so they feel more comfortable.

As with the standard CPAP unit, the pressure settings **must** be ordered by your doctor, and should not be changed without your doctor's approval.

Using a Humidifier with Your System



Fill reservoir with distilled water

If you are bothered by nasal problems for more than a week or two, your doctor may prescribe the use of a humidifier during CPAP or bi-level therapy. The humidifier adds moisture to the air delivered by the unit. Although humidifier units may vary, most function in the same manner. Follow these basic instructions for **humidifier use**:

Step 1: Fill the humidifier reservoir with distilled water only to the **fill line**.

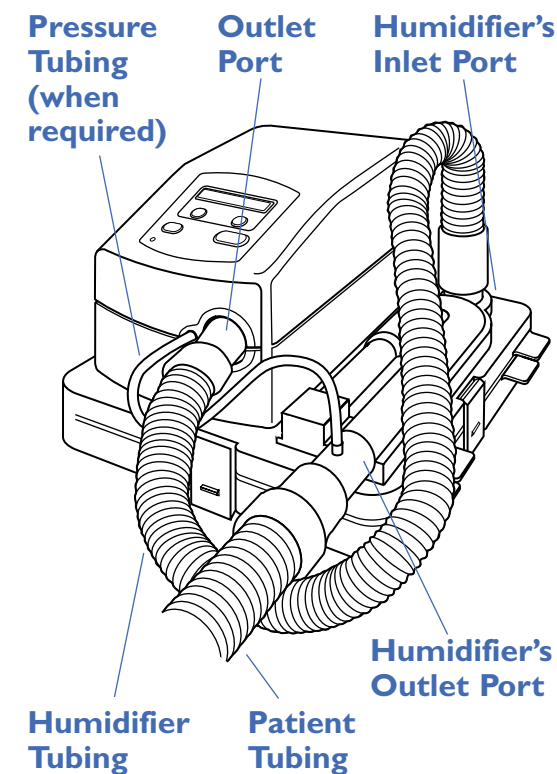
- If distilled water is not available, ask your doctor if you may boil tap water for 20 minutes. **Allow the water to cool before adding to the humidifier.**
- Do not use medications in the water reservoir.
- To prevent electrical hazard, do not allow water to come into contact with the unit or other electrical apparatus.
- Keep the unit turned OFF until the humidifier is properly connected and you are ready to use your unit.

Step 2: Connect the short humidifier tube to the air outlet on the unit and the inlet port on the humidifier reservoir.

Step 3: Connect the patient tubing to the outlet port on the humidifier reservoir.

Step 4: Clean humidifier reservoir as instructed on page 18.

Note: Your physician may have prescribed a heated humidifier for use with your CPAP or Bi-level unit. Your Apria Healthcare representative will explain which system you have.



Unit with humidifier

Cleaning Your Humidifier

Note: If you have a heated humidifier, immerse only the humidifier jar in water or disinfectant. Never immerse electrical appliances in any liquid.

Daily Cleaning

Step 1: Empty any remaining water out of the reservoir after each use.

Step 2: Wash your hands as instructed on page 26.

Step 3: Immerse the humidifier in warm, soapy water. Fill the humidifier with the soapy water and shake vigorously.

Step 4: Rinse with clean water and allow to air dry.

Twice Weekly Cleaning

Step 1: Mix disinfectant solution. You may use one part water and one part white vinegar.

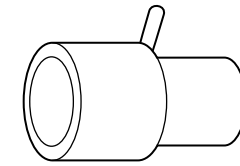
Step 2: Wash your hands as instructed on page 26.

Step 3: Soak the humidifier in disinfectant for 30 minutes. Be sure the disinfectant completely covers and fills the humidifier.

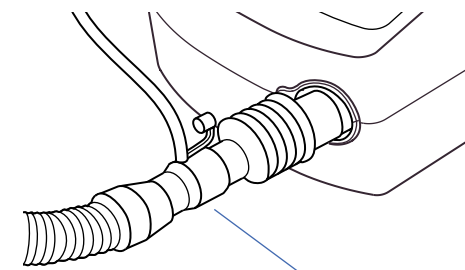
Step 4: Remove the humidifier and shake out the excess solution.

Step 5: Rinse with clean water and allow to air dry.

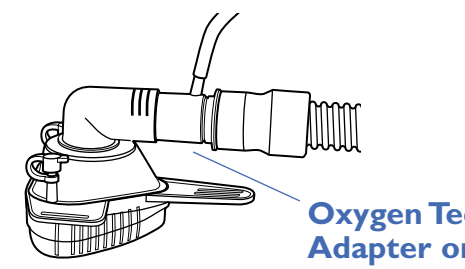
Using Oxygen with Your CPAP/ Bi-Level Unit



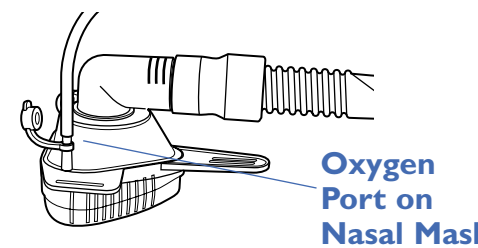
Oxygen tee adapter



Oxygen Tee Adapter on Unit Outlet



Oxygen Tee Adapter on Nasal Mask



Oxygen Port on Nasal Mask

Several types of oxygen connections

If your doctor has prescribed oxygen for you to breathe during CPAP or bi-level therapy, you must also learn how to use and care for an oxygen system. It is important to observe all fire and safety rules associated with the use of oxygen. If you have any questions about the use and care of an oxygen system, contact Apria Healthcare.

Oxygen tubing may be connected to the unit via an **oxygen tee adapter** or a **port** on the nasal mask.

If your oxygen is administered with a tee adapter, the adapter may be connected to the air outlet on the unit or between the tubing and nasal mask. Your Apria Healthcare representative will instruct you in its proper placement.

Your tubing is connected to the large end on the tee adapter and the small tubing from your oxygen system is connected to the small nipple on the tee adapter.

- **Always turn your CPAP or bi-level unit ON before turning ON the oxygen flow.**
- **Always turn OFF the oxygen before turning OFF the CPAP or bi-level unit.**

Your oxygen may be administered via a port on the nasal mask. Keep the ports closed unless using oxygen. The small tubing from your oxygen system is directly connected to the port on your nasal mask. Your Apria Healthcare representative will instruct you in its proper placement.

Cleaning Your Equipment

Daily Cleaning Procedures

To lengthen the life of your equipment and supplies, it is important to inspect and clean all components regularly. The masks, tubing and headgear should last approximately 6 to 12 months, but the actual life of the equipment can vary greatly. Inspect all components daily and clean them as necessary. Daily cleaning is recommended.

Caution: Do NOT clean any parts of the system with alcohol, cleaning solutions containing alcohol or any strong household cleansers.

Follow these procedures for cleaning your CPAP or bi-level equipment:

Step 1: Wash your hands as instructed on page 26.

Step 2: Remove the headgear from the mask or nasal pillows shell. Disconnect the mask or shell (remove the pillows from the shell), swivel connector and tubing.

Step 3: With a soft cloth, gently wash the mask or pillows with a solution of warm water and a mild, clear liquid detergent.

Step 4: Rinse thoroughly. If the mask stills feels oily, repeat step 3.

Step 5: Allow the mask or pillow to air dry.

Twice Weekly Cleaning Procedures

Step 1: Wash your hands as instructed on page 26.

Step 2: With a soft cloth, gently wash the swivel connector and tubing in a solution of warm water and a mild, clear liquid detergent.

Step 3: Rinse thoroughly.

Step 4: Allow to air dry.

Cleaning as Needed

Wash your headgear and/or chinstrap as needed, perhaps once or twice a week.

Step 1: Wash your hands as instructed on page 26.

Step 2: With a soft cloth, gently wash the headgear and/or chinstrap in a solution of warm water and a mild, clear liquid detergent.

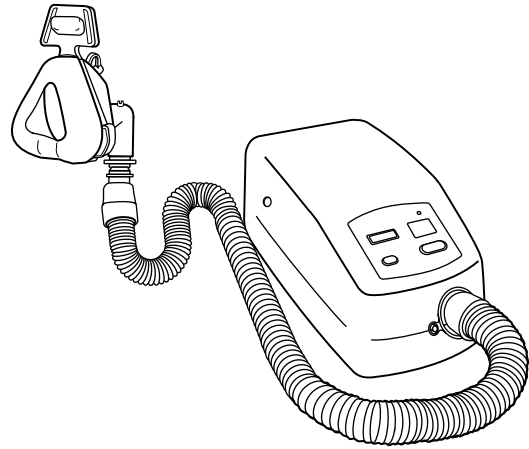
Step 3: Rinse thoroughly.

Step 4: Allow to air dry. Note that slight readjustments to your headgear straps may be needed after repeated washings.

Never use bleach when cleaning your headgear or chinstrap.

Never iron your headgear or chinstrap.

Cleaning the CPAP/ Bi-Level Unit



Clean the outside of your unit every week

Clean Your Unit Weekly

Step 1: Unplug the unit before cleaning it. Never immerse the unit in water.

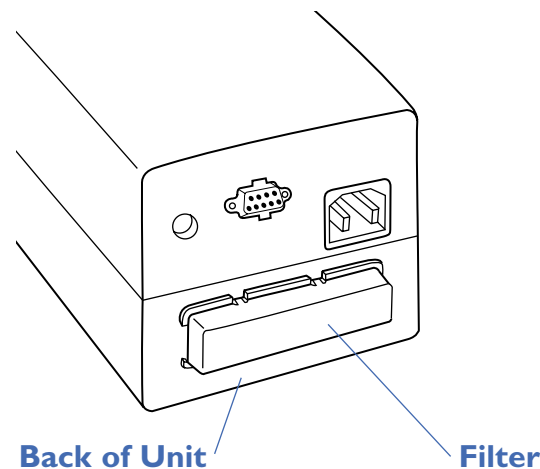
Step 2: Using a cloth slightly dampened with water and dish detergent, wipe the outside of the unit.

Step 3: Using a cloth dampened with water only, wipe the outside of the unit again.

Step 4: Use a dry cloth to wipe the unit dry.

Step 5: Make sure the unit is thoroughly dry before plugging it in again.

Filter Maintenance



Filter maintenance depends on which model you have

Filter maintenance will depend on the model of unit you have. There are two filters on most models. The first filter is usually disposable and the second filter is reusable.

Please review the manufacturer's product literature for specific filter maintenance instructions. If you have any questions, call Apria Healthcare.

Never place a damp filter in your CPAP or bi-level unit.

Information for Nasal CPAP Patients

The nasal CPAP device provides a treatment for your sleep disorder and should be used every night (and/or anytime that you sleep).

1. Since your sleep is now deeper and more restful than before, you may not need to sleep as many hours to feel rested.
2. Try to go to bed and get up about the same time every day. This will help your body to establish a regular sleep/wake cycle.
3. CPAP or bi-level therapy may help to lower blood pressure in patients who have hypertension. If you are on blood pressure medicine, make sure all of your doctors know that you are using a CPAP or bi-level unit. Never change your blood pressure medication without your doctor's approval.
4. After a week or two of using your CPAP or bi-level unit, you should not be sleepy during the day.
5. Your snoring should be reduced or eliminated when you use your CPAP or bi-level unit. If a family member notices that you are beginning to snore loudly again while wearing the unit, inform your doctor. You may need an adjustment to your CPAP pressure.
6. The noise of the machine may initially be bothersome to you and your bed partner. Generally, it is a matter of just getting used to it. If, after several weeks, it continues to be bothersome, you can explore the possibility of placing the machine further away from you. Apria Healthcare will be happy to advise you, if you decide this step is necessary. You can purchase additional tubing if needed. (However, you should not use more

than two lengths of tubing. The pressure may drop and the machine will become ineffective.)

7. During the first few weeks of treatment you may experience some sneezing and perhaps a sensation of nasal obstruction. This is normal. Nasal congestion is the most common side effect of CPAP therapy. A common cause of nasal congestion is the drying and cooling of the upper airway by your CPAP device. This is responsible for the feeling of dryness in the throat or nose. Many times this will resolve itself as you become accustomed to your CPAP unit. It may take up to four weeks.
8. The CPAP machine is designed to eliminate the interruptions of your respirations during sleep at your current weight. However, if you are overweight, weight loss generally will improve your overall health and could allow your doctor to decrease the pressure of air used in your machine. (In some cases, weight loss may enable your physician to discontinue the use of the unit altogether.) If you gain weight, your doctor may need to increase the pressure of your CPAP unit. If you experience weight loss or gain, please contact your physician.
9. If you require surgery or hospitalization for any reason, make sure you inform your physician of your diagnosis and the need to use the CPAP machine with all sleep. Please take your CPAP unit to the hospital so that you can use it during your hospitalization, especially when you are sedated before and after surgery.

You should be able to use the CPAP all night long, every night. If, after trying these suggestions, you cannot sleep through the night, please contact your physician.

Physical Problems

If you experience any of the following problems, call your doctor:

- Increased mucus production
- Mucus becomes thicker
- Change in mucus color
- Headaches
- Chest pain
- Weight gain overnight
- Nasal, sinus or ear pain
- Persistent skin irritation
- Increased sleepiness

If you are having trouble with your **equipment**, call Apria Healthcare.

If you experience any **physical problems**, call your doctor.

If you experience **severe physical problems**, call the rescue squad.

Handwashing Technique

Hands must be clean prior to handling supplies and solutions. Wash hands before beginning any procedure.

Step 1: Wet hands thoroughly with warm water.

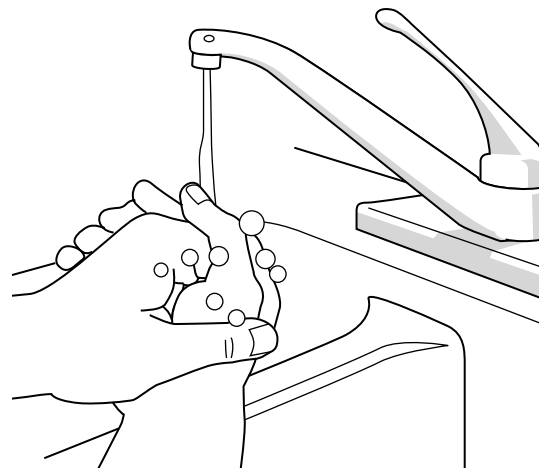
Step 2: Use antibacterial soap.

Step 3: Wash hands for 1–2 minutes using a rotary motion and friction. Wash:

- back and palm of each hand
- between all fingers

Step 4: Rinse hands under running water.

Step 5: Dry on clean towel or with paper towel.



Wash hands for 1–2 minutes

Safety Precautions

Use Your Equipment Safely

Never immerse the CPAP or bi-level unit in water.

Never try to clean the unit by placing it in water. The electrical components will be damaged and this can create a shock to the user the next time it is plugged into an electrical outlet.

Never plug in the unit if it is wet or damp.

Moisture always increases the potential of electrical shock.

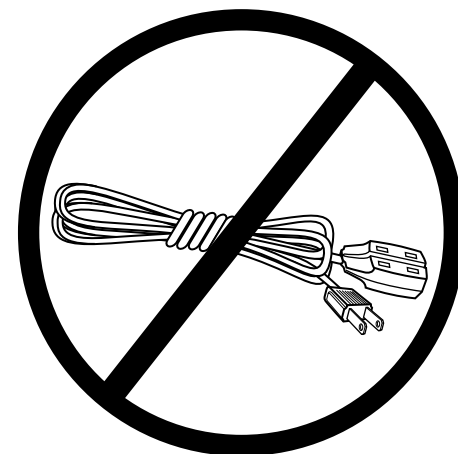
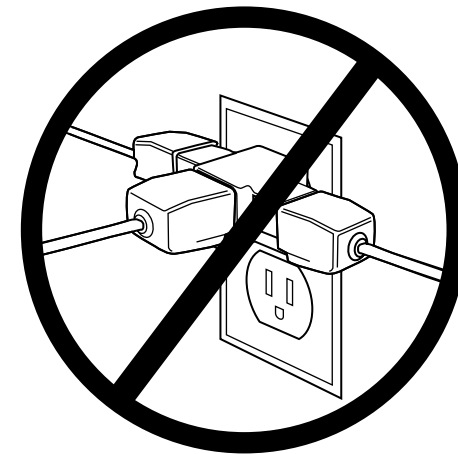
Never plug your unit into an electrical outlet that is being used to supply power to another major appliance.

Plug your unit into an electrical outlet that is NOT being used to supply electricity to other major appliances. If you need to use the same outlet that is shared by other equipment, make sure the other appliances are NOT being used at the same time.

Never try to repair your CPAP or bi-level unit.

Your unit is considered medical equipment and needs to be worked on by a professional. If you are renting this equipment, call Apria Healthcare and your unit will be replaced. If you have purchased the unit, contact Apria Healthcare for assistance in getting it repaired.

Never use your unit with an extension cord.



Make Sure Your Home Address Is Visible

Make sure your home address can be easily seen from the street during both day and night.

If you are expecting a night delivery or visit, turn on the porch light. Check to see that your address numbers are easy to spot and read from the street. This will allow all Apria Healthcare and emergency services to locate your residence easily.

Follow Emergency and Natural Disaster Instructions

In the event of an emergency or natural disaster, follow the radio or television instructions of your local authorities.

Tips When You Travel

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.
- If traveling by plane, DO NOT check your CPAP or bi-level unit. Carry the unit on the plane with you in a padded case. Be sure to pack the cord and all accessories.
- When traveling to another country, make sure you have the proper fuses and know the correct voltage setting. (See page 7.)

Warranty

If you have purchased your CPAP or bi-level unit, the unit is under warranty for one year from the date you received the unit. Call Apria Healthcare if your equipment needs service.

Preventive Maintenance

Your CPAP or bi-level unit requires an annual inspection by a qualified technician. Please contact Apria Healthcare to schedule an appointment to have your unit checked.

Common Problems and Their Solutions

Problem	Probable Cause	Solution
Sore or dry eyes.	Mask not positioned properly. Headgear adjusted improperly.	Reapply the mask and readjust headgear.
	Mask size not appropriate.	Contact Apria Healthcare to obtain the proper mask size.
Redness on the face where the mask contacts the skin.	Irritation or allergy to mask material.	Use barrier between your skin and the mask, such as 3M's Micropore tape or Squibb's Duoderm. Contact Apria Healthcare or your doctor if the problem persists.
Runny nose.	Nasal reaction to air flow.	Contact your doctor or Apria Healthcare. You may need to increase the room humidity or you may need a humidifier to use with your unit.
Cold nose.	Room air temperature is too cold. Air cools while traveling through the tubing.	Reposition the tubing so that it runs under your bed covers to reduce heat loss.
Dryness or burning sensation in throat or nose.	Air is too dry. The relative humidity is less than 40%.	<ul style="list-style-type: none"> • Increase the room humidity (or moisture in the air). • Consult with your doctor or Apria Healthcare about using a humidifier with your CPAP unit. • Ask your doctor about nasal sprays or gels. • Make sure that you are keeping your mouth closed and take slow relaxed breaths through your nose. Use a chin strap.
Nasal, sinus or ear pain.	Sinus infection or middle ear infection.	Stop using the unit and contact your doctor.

Problem	Probable Cause	Solution
Feeling of discomfort from the sensation of too much pressure.	Pressures above 12.5 cm H ₂ O may cause feelings of discomfort but are necessary to relieve sleep apneas.	It may take you up to four weeks to adjust to the system. Try to relax when using the unit. Take slow deep breaths through your nose with your mouth closed. If you still have trouble, contact your doctor or Apria Healthcare.
Pressure delivered seems significantly lower or higher than usual.	Possible unit malfunction.	Contact Apria Healthcare.
Air from the unit seems warm.	The filter may be obstructed by debris.	Replace or clean the filter.
	The filter or slotted vents on the front and back of the unit may be blocked by bedclothes, curtains, etc.	Move the unit away from bedclothes or curtains that block the flow of air around the unit.
	The room temperature is too warm.	<ul style="list-style-type: none"> • Turn down the thermostat at night. • Add a second length of tubing to the circuit to allow the air to cool. • Place the unit on the floor where the air may be cooler.
Air blows in your face.	The open side of the swivel connector is positioned wrong.	Turn the closed side of the swivel connector toward your face.
Unit seems too loud.	Patient is not used to unit; it may take a week or two to adjust.	Make sure you are sleepy when you go to bed. If you can't get used to it, tell your Apria Healthcare representative. You may find that using two lengths of tubing allows you to move the unit away from your bed. (Never use more than two lengths of tubing.)

Troubleshooting

Trouble	Probable Cause	Remedy
Unit does not turn on.	Power cord not firmly connected to the unit or the outlet.	Verify proper electrical connections.
	Unit not connected to a “live” outlet.	Check to be sure that the unit is plugged into a live outlet (e.g., plug a working lamp into the outlet).
	Unit fuse has blown out.	Replace the fuses with the same fuse type. Verify that the voltage selector switch setting is not set too low (i.e., your electrical line is 230V but your switch is set on 115V). If the new fuses blow out, contact Apria Healthcare.
	DC battery voltage fell below 10.5 volts.	Recharge or replace battery.
Unit stops and starts.	Power cord not completely connected to the unit or the outlet.	Verify that the power cord is completely connected at the rear of the unit and at the outlet.
No air comes out of unit when power is connected.	Voltage selector switch is set incorrectly.	Verify that the voltage selection switch setting is not set too high (i.e., your electrical line is 115V but your switch is set on 230V).
	Possible internal problem.	Contact Apria Healthcare.
All other problems or questions about equipment.		Contact Apria Healthcare.

Feedback on Our Services

Apria Healthcare is among America’s most experienced and respected home respiratory care providers, and our patient satisfaction scores are consistently high. It is possible, however, that you may have a concern and we welcome feedback. To voice a concern, you should take these steps:

1. Call your local Apria branch and ask to speak to the respiratory supervisor or branch manager.
OR
2. Contact us by e-mail at:
Patient_Satisfaction@Apria.com
OR
3. Visit our Website at www.Apria.com

Satisfaction Survey Process

Our goal is to ensure your satisfaction. You will likely receive an Apria patient satisfaction questionnaire and we hope that you will take a few minutes to return it to us. The postage is prepaid by Apria Healthcare.



APRIA HEALTHCARE®

Visit us at

www.Apria.com

3560 HYLAND AVENUE

COSTA MESA

CALIFORNIA 92626

RES-2004 Rev. 11/00