

A Guide to Self Fill



Contents

Getting to Know the Parts of Your Self Fill **3**

How Long Does the Full Cylinder Last **4**

How to Use Your Self Fill **5**

Cleaning and Maintenance **9**

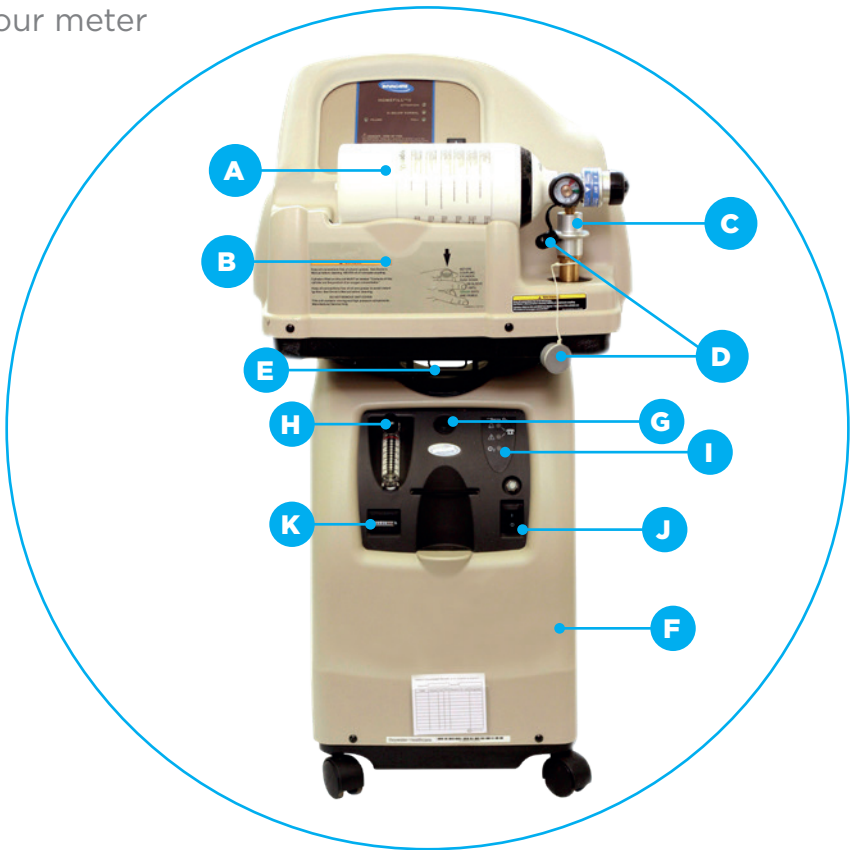
Troubleshooting **10**



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Getting to Know the Parts of Your Self Fill

- A** Cylinder
- B** Oxygen filling unit
- C** Fillport
- D** Dust cap
- E** Stand
- F** Oxygen machine
- G** Oxygen outlet
- H** Flowmeter/adjustment knob
- I** Indicator lights
- J** On/Off switch
- K** Hour meter



(open 24 hours, 7 days a week for urgent calls)

How Long Does the Full Cylinder Last

Self fill cylinder durations

Setting	HF2PCR6	HF2PCE9
1	9 hours 18 mins	14 hours 18 mins
2	5 hours 54 mins	9 hours 6 mins
3	4 hours 30 mins	6 hours 54 mins
4	3 hours 36 mins	5 hours 36 mins
5	3 hours	4 hours 42 mins
Continuous (2 lpm)	1 hour 20 mins	2 hours 5 mins

Please note: Your Self Fill unit and cylinders remain the property of Baywater Healthcare and are on loan to the NHS.

Caution

Ensure the oxygen machine is kept upright at all times.

Plug your oxygen machine into the mains, do not use an extension lead.

Make sure the flow rate on your oxygen machine is set to the flow rate ordered by your Healthcare Professional.

Do not restrict the air flow around the oxygen machine.

How to Use Your Self Fill

How to use the oxygen machine without the oxygen filling unit

- Ensure your oxygen filling unit is switched off and there are no cylinders attached.
- Plug the oxygen machine directly into a power socket, do not use an extension lead.
- Press the power switch - you will hear an alarm and the panel lights will come on.
- After a second the lights will switch off leaving only the green O2 light on.
- Check the ball in the flow meter is in the middle of the line marking your prescribed flow. If the ball does not centre on your prescribed flow rate use the knob to adjust until it does.
- When not using the device switch it off.

Caution

Only use the flow rate prescribed by your Healthcare Professional.

Never leave cylinders attached to the oxygen filling unit when not being filled. Please refer to the cylinder section on how to store your self fill cylinder.



How to fill the self fill cylinder

1. Before filling

- Turn the oxygen machine on for at least 30 minutes before attempting to refill cylinders.
- Check the pressure on the cylinder. If the pressure is below quarter full your cylinder is ready to be refilled.
- Remove the nasal prongs from the cylinder.
- Turn the blue cylinder flow dial to off.
- Remove the black dust caps if present - pinch and pull to remove.





2. Attach the cylinder to the oxygen filling unit

- On the oxygen filling unit push down the outer ring of the fillport until green dots are visible.
- Hold the cylinder by the neck (behind the contents gauge).
- Position the cylinder in the oxygen filling unit cradle.
- Align the cylinder fillport with the oxygen filling unit fillport.
- Push up on the outer ring of the oxygen filling unit fillport while pushing down on the cylinder - you will hear a click once they are properly connected.

When the needle on the cylinder dial is in the red zone, the cylinder needs to be filled. If the cylinder is already quarter full it may not fill when attached.

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3. Turn on the oxygen filling unit

Switch the oxygen filling unit on. The following should occur:

- 0-3 minutes: the 'O2 below normal' light will be lit while the oxygen filling unit warms up.
- After three minutes: the 'filling' light will be lit while the cylinder is filling.
- When the cylinder is full: the filling light will turn off and the 'full' light will switch on.
- It takes approximately two hours to fill a cylinder from empty.

In the event of a fault during the filling process, the 'attention' light will illuminate.

4. Remove the cylinder

- Once the cylinder is full, switch the oxygen filling unit off.
- With one hand hold the cylinder at the back of the neck behind the contents dial.
- With the other hand, hold the outer ring of the connector fillport and push down.
- Lift up on the cylinder to remove the connector.
- Let go of the outer ring of the oxygen filling unit fillport and use two hands to remove the cylinder from the cradle.
- Place the black dust caps onto both the oxygen filling unit fillport and the cylinder fillport.

Caution

Never remove a cylinder from the oxygen filling unit while it is switched on.



Cleaning and Maintenance

Once a day:

- Clean the oxygen filling unit with a dry, lint free cloth.
- Inspect the cylinder for damage and ensure the black dust cap is replaced when not in use.
- Wash all the foam filters in either warm soapy water, or use a vacuum to remove any dust. There are two filters, one in the oxygen filling unit and one in the oxygen machine.

Caution

Rinse filters thoroughly and always ensure they are dry before replacing them.

Do not use your oxygen machine without filters.

Do not store self fill cylinders below freezing point.

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Troubleshooting

1. If the alarm should sound other than after its been switched on or if it doesn't stop alarming after a few seconds check the wall electric socket is switched on. If it is, switch the oxygen machine off and back on again. If it continues to alarm check the filter isn't blocked or dusty. Check the tubing all the way from the oxygen machine to the nasal prongs or mask to ensure there is nothing blocking the tubing. If these checks do not help please call us for further guidance.
2. If oxygen can't be felt from the nasal prongs or mask, check the flow tube to see the setting is correct and check the dial setting is correct. Please note that a mask should not be used with the portable cylinders. If the flow setting on the flow tube is set to zero and you cannot turn it up call us for further guidance.



- 3.** To test flow from an oxygen machine you can place the oxygen tubing into a glass of water to see if bubbles are created, if there are this mean oxygen is being produced. If no bubbles are created please check the oxygen tubing for signs of holes or splits. If unable to resolve call us on **0800 373580** for further guidance.
- 4.** If no flow can be felt coming from the oxygen cylinder. Check the tubing has no holes or kinks and is connected to the cylinder nozzle correctly. Check the cylinder gauge to ensure the cylinder is not empty. If neither of these checks resolve the concern, please call **0800 373580** for advice.



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