



Use this QR link to  
our Sleep Apnea page  
for more information.



# Your Apria Sleep Therapy User Guide for 3B™ Medical Luna® G3 BPAP and CPAP



# WELCOME

Thank you for choosing Apria as your home medical provider. You are receiving this package because your doctor has diagnosed you with sleep apnea and prescribed Positive Airway Pressure therapy. Positive Airway Pressure therapy — also known as PAP therapy or sleep therapy — helps millions of users feel more energized and refreshed.

**We are excited to accompany you on your journey to a better night's sleep!**

## Responsive. On Time. Apria Delivers.

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With over 275 branch locations in the U.S., Apria is ready to support patients every day and in times of need with well-established emergency preparedness protocols in place. Apria has the knowledge, experience, and ability to provide excellent home health and equipment delivery services in all types of environments.

**Mobilized Efforts:** Trained staff members available around the clock to coordinate urgent and after-hours orders and carry out emergency services

**24/7 Delivery Services:** Deliveries to homes, shelters, and other areas pre- and post-catastrophic events

**275+ Locations Nationwide:** Local branches with teams ready to serve patients, day or night

**Extensive Inventory:** Home oxygen therapy and respiratory services, sleep therapy and supply refills, non-invasive ventilation therapy, and negative pressure wound therapy

**Care is just around the corner.**

## **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 can be read from the street. This will allow all Apria 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.

# Overview

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Your doctor has prescribed PAP therapy because you have been diagnosed with sleep apnea. Sleep apnea occurs when a person repeatedly stops breathing for 10 or more seconds at a time while sleeping. These events may occur hundreds of times throughout the night, causing oxygen levels in the blood to drop, putting stress on the heart. If left untreated, sleep apnea is linked to many other serious conditions like high blood pressure, diabetes, heart disease, and stroke.

This guide contains easy step-by-step instructions for using your PAP equipment, and is designed to help you benefit from therapy as soon as your equipment arrives. Please watch the sleep apnea video on the enclosed DVD and review the manufacturer's user guides along with the other educational materials that were included with your equipment. The sleep apnea video can also be found on Apria's website at [Apria.com/resource-center](https://www.apria.com/resource-center) in the "Video Library" section located at the bottom of the screen. Additional information is also available at [Apria.com/sleep-apnea](https://www.apria.com/sleep-apnea).

# Your Device and Settings

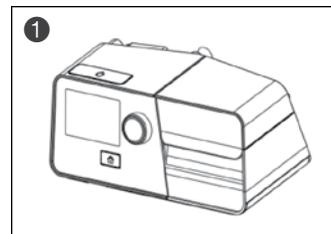
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A licensed Apria clinician has programmed your PAP machine with the settings prescribed by your physician. If your doctor recommends changes to your PAP settings, please notify Apria immediately so that the clinician can make any necessary adjustments.

# GET STARTED

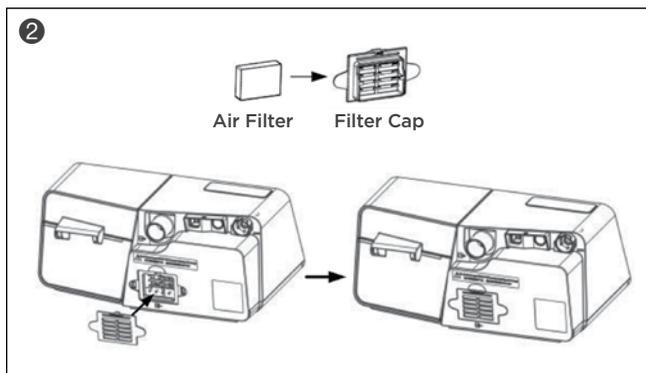
## To set up the device:

1. Place the device on a firm, flat surface..
2. Attach the air filter to the filter cap and install the filter cap containing the air filter into the device. (To see filter cleaning and replacement instructions, go to page 18.)



### 3. Connect the Power Cord.

Insert the plug of the power adapter into the DC inlet on the back of the device. Connect the power cord to the power adapter. Plug the other end of the power cord into the power outlet.

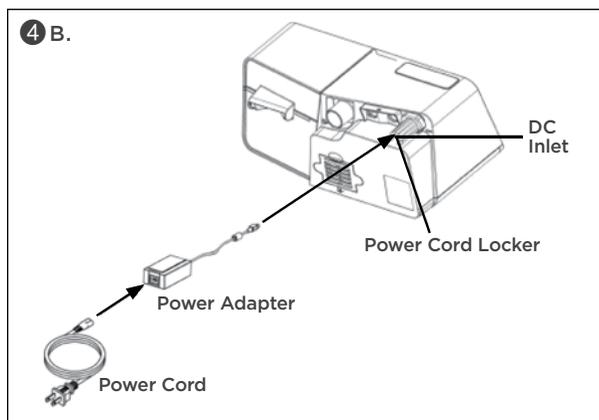
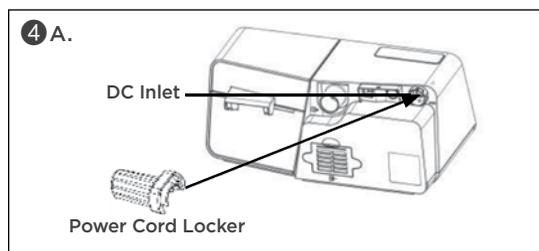
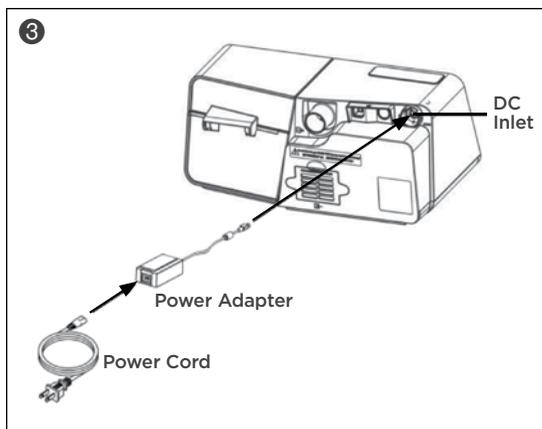


**IMPORTANT: Step 4 is only for the BPAP Devices.** If you have a CPAP/AUTO PAP, skip this step and proceed to step 5.

### 4. Connect to Power Cord Locker.

- A. Insert the power cord locker into the device, and then rotate it to the left for assembly into the device.
- B. Open the power cord locker, plug the power cord to the power supply, and press the locker downward to fix the power cord into the power port.

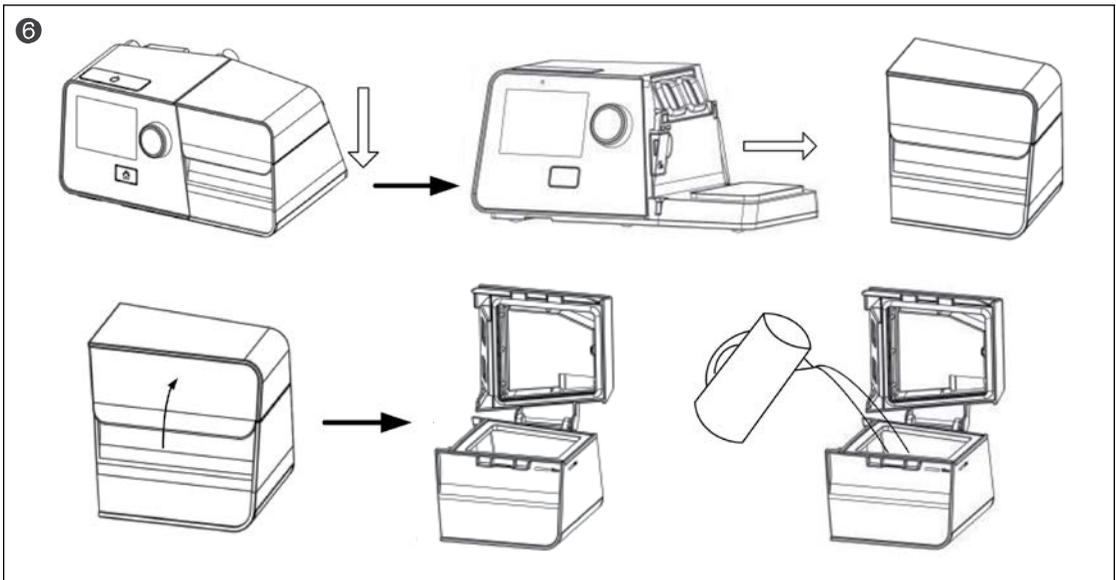
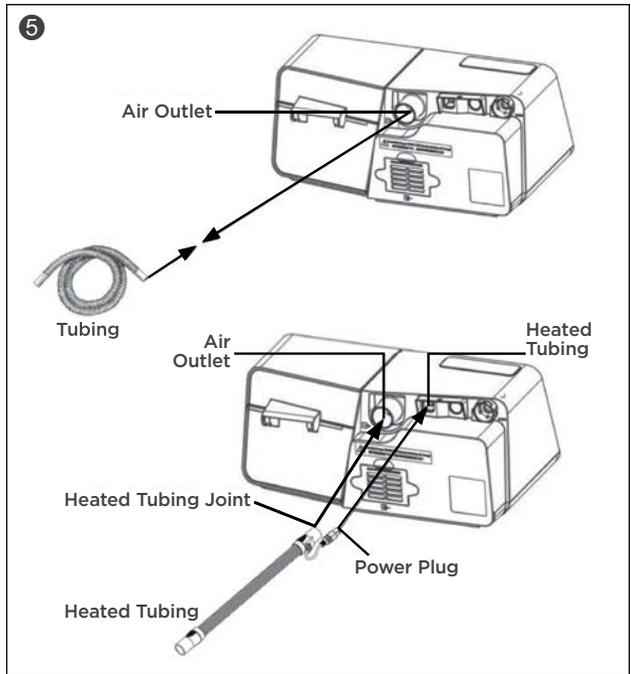
The function of the locker is to prevent the power cord being displaced from the power port.



5. Connect the end of the tubing to the air outlet of the device. If using heated tubing, connect the heated tubing joint to the air outlet of the device, and then insert the power plug into the heated tubing port on the back of the device.

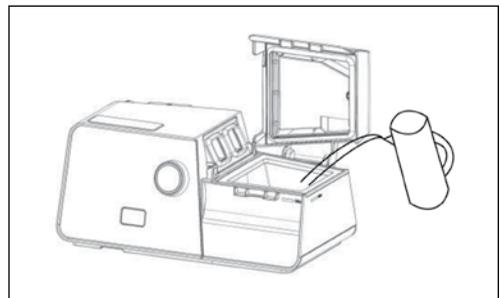
Connect the other end of the tubing to the mask according to the user manual for the mask.

6. Press down the water chamber, and then remove it. Open the water chamber cap and fill the water chamber with approximately 360ml of water. Make sure the water does not exceed the maximum water level line.



**IMPORTANT TIP!**

- It is not necessary to remove the water chamber from the device to fill it. The cap of the water chamber may be opened directly to fill the water.



**WARNING!**

- Change the water before every use and do not surpass the MAX fill line.

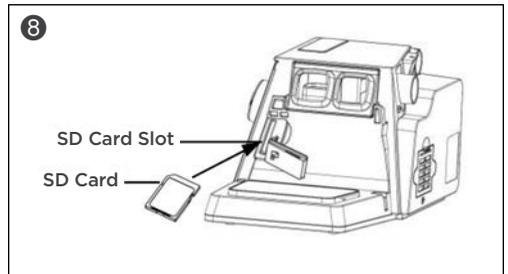
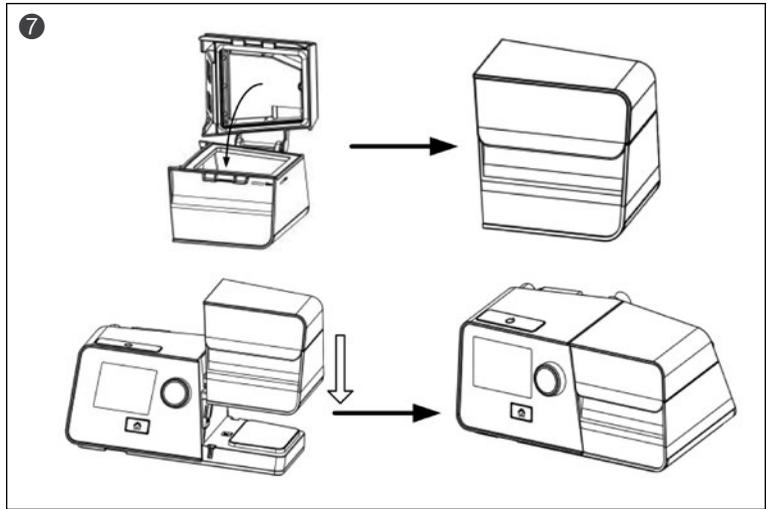
**CAUTION!**

- Empty the water chamber when the heated humidifier is not in use.
- Distilled water is recommended.

7. Close the cap after the water is filled and return it to the device.

**IMPORTANT!**

- If the water chamber is not in place, the PAP machine will not turn on or operate. The water chamber must be in place for device operation.



8. Insert the SD card into the SD card slot.

- A. If the SD card is inserted correctly, a symbol  indicating the correct insertion will appear in the main interface on the screen of the device.
- B. If the SD card is inserted incorrectly, a symbol  indicating incorrect insertion will appear in the main interface on the screen of the device.

9. Connect the device to a power outlet, press the Start/Stop button  and the device will start delivering air.

**CAUTION!**

- If the SD card is not inserted, there will not be a symbol in the main interface on the screen of the device.
- To avoid data loss or any damage to the SD card, the SD cards can only be removed after the device stops delivering air.

# GET FAMILIAR WITH YOUR PAP EQUIPMENT

**If your doctor prescribed a specific mask and size, follow the fitting instructions provided by the manufacturer, then proceed to Step 3. If you received a mask with multiple cushions, follow the instructions below and on the next page.**

There is a mask cushion currently attached to the frame of your mask. This size fits most patients. Once you begin therapy, if your mask is leaking or feels uncomfortable, try removing the existing cushion and replacing it with a different size cushion. If you are between sizes, it is best to use the larger cushion. Use the fitting template (for nasal mask and full-face mask) and/or the manufacturer's instructions included with your mask for help.





## Nasal Mask

1. Release the lower strap magnets from the frame of the mask. Make sure the logo on the headgear is facing outward. While holding the mask against your face, pull the headgear over your head.
2. Position the lower straps so they both sit below the ears. Bring each of the magnets up to meet their corresponding clips on the frame.
3. Adjust the fastening tabs on the upper straps until the mask feels even and stable. Do not overtighten. Reattach the fastening tabs.
4. Repeat Step 3 with the lower straps. Reattach the fastening tabs.
5. Connect the hose to the front of the mask. Ensure that the nasal mask fits securely over your nose. It is normal to feel some air escaping through the small air vents on the elbow of the hose.

Please refer to the manufacturer's instructions for additional information on topics, such as:

- How to properly remove your mask
- How to remove and change the mask cushion
- How to adjust the length of the mask straps



## Nasal Pillow Mask

1. Hold the pillows away from your nose with the left (L) and right (R) indicators correctly facing towards you.
2. Guide the nasal pillows into your nostrils.
3. Pull the headgear over your head by holding the bottom strap and stretching it around the back of your head.
4. Adjust the top and bottom straps. The top strap should fit comfortably on the top of your head.
5. Ensure that the nasal pillows fit securely into your nostrils with both pillows positioned upright. If not, move the mask away from your face and then place it back again.
6. To achieve a comfortable fit, adjust the straps. Spread the straps apart to loosen, or draw them closer together to tighten.
7. If the headgear comes with a buckle, adjust the headgear by pulling the headgear through the buckle to fix mask leaks. Adjust only enough for a comfortable seal and do not over-tighten. The headgear may need to be adjusted as it can stretch over time.





## Full Face Mask

1. Twist and pull both magnetic clips away from the frame. With the logo on the headgear facing outward, hold the mask against your face and pull the headgear over your head.
2. Bring the lower straps below your ears and attach the magnetic clip to the frame.
3. Undo the fastening tabs on the upper headgear straps. Pull the straps evenly until the mask is stable and positioned as shown in the illustrations. Reattach the fastening tabs.
4. Undo the fastening tabs on the lower headgear straps. Pull the straps evenly until the mask sits firmly on the chin and reattach the fastening tabs.
5. Connect the air tubing from your device to the elbow. Attach the elbow to the mask by pressing the side buttons and pushing the elbow into the mask.
6. To achieve a comfortable fit, readjust the straps. Evenly apply only enough tension so that a seal is achieved.



Please refer to the manufacturer's instructions for additional information on topics, such as:

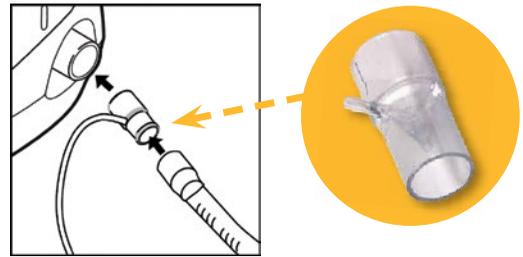
- How to properly remove your mask
- How to remove and change the mask cushion
- How to adjust the length of the mask straps

# How to Attach Oxygen to Your PAP Machine

**If you are using non-heated tubing, and you are also using prescribed oxygen, follow these instructions.**

Attach the oxygen tee adapter that was included in the box to your PAP machine.

Next, attach the large-bore PAP tubing to the oxygen tee adapter. Finally, connect the small-bore oxygen tubing to the oxygen tee adapter.



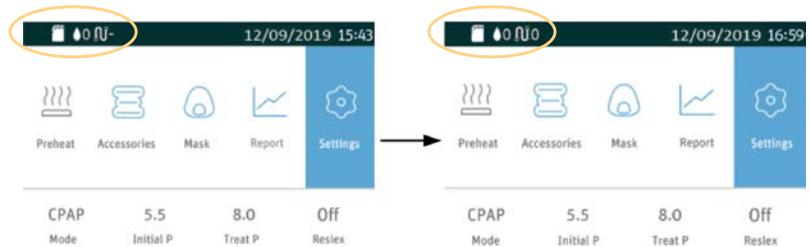
Oxygen Tee Adapter

For detailed instructions on oxygen use, you should also review the PAP and oxygen manufacturer’s user guides included in your package.

# Setting Up Your Heated Tubing

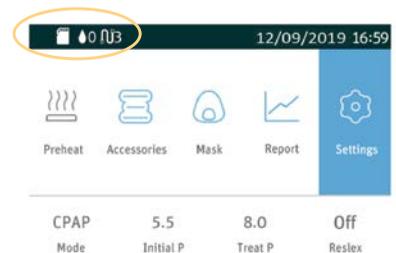
In order to reduce condensation your provider may recommend using heated tubing.

If the heated tubing is connected correctly, the icon will become a number in the main interface on the screen of the device.



Turn the knob to turn on or turn off the heated humidity tubing and to adjust the heat level according to instructions in the patient menu of the device.

There are five heat levels available, and the number of the heat level will appear in the main interface on the screen of the device. For example, the number 3 next to the icon indicating the heat is adjusted to Level 3.



# Setting Up Your Device and Tubing

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1. Connect the power cord, power adapter, and tube.
2. Connect the mask and headgear according to the user manual for the mask.
3. Lie down on your bed and adjust the tube so it is free to move if you turn during sleep. Adjust your mask and headgear until you have a comfortable fit and there are no airflow leaks around the mask.

## **CAUTION!**

- Before each use, examine the tube for any damage or debris. If necessary, clean the tube to remove the debris. Replace the tube if it is damaged. Make sure that your mask does not leak air.
4. Press the Start/Stop button  to turn on the airflow. The screen will display treatment pressure and other information.

## **5. Heating the Water.**

Pay attention to the number next to the icon  when using the humidifier. The number indicates the On/Off state of the humidifier. It is off when the number next to the icon is 0.

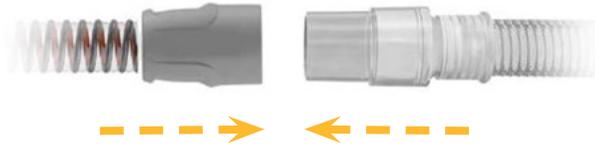
## **CAUTION!**

- Observe the water level of the water chamber before using the humidifier. Make sure there is sufficient water in the water chamber, and avoid heating the device with an empty chamber.

# START YOUR PAP MACHINE

## To Start Therapy

1. Fit your mask and put it on.
2. Connect the tubing to the mask.



3. Connect the device to a power outlet, press the Start/Stop Button  and the device will start delivering air.

Press the Start/Stop Button



4. Lie down, relax, and begin to take slow breaths through your nose.
5. Check for air leaks. Small leaks are acceptable. If large leaks occur, try the following:
  - Grasp the mask frame and lift it away from your face. The cushions should also lift off your face. Lightly place the mask back on your face.
  - If large leaks still exist, adjust the headgear. If the headgear is either too tight or too loose, it can cause leaks.
  - Additional tips for managing mask leaks are provided on the next page. You should also review the manufacturer's user guides provided in your package.

# Helpful Tips

## For Nasal and Full Face Masks

- To resolve leaks at the upper part of the mask, adjust the upper headgear straps.
- For leaks at the lower part, adjust the lower headgear straps.
- When adjusting straps, loosen or tighten both the left and right straps so that adjustments are made evenly.
- Adjust only enough for a comfortable seal.
- The upper strap adjustment is the key to seal and comfort.
- Do not overtighten the lower straps. They mainly serve to keep the cushion in position.

## For Nasal Pillows Masks

- Position the pillow cushion tips into your nostrils so they sit comfortably under your nose without any gaps. Pull the mask away from your face, then place it back to get a comfortable fit.
- Adjust the side straps evenly by pulling downwards; the mask should feel secure and comfortable against your face. Do not overtighten.
- If leaks persist, try the next larger set of cushions.
- If the pillow is not staying in place in your nostrils, try the next smaller cushion size.

## Handwashing Technique

Thorough handwashing must be done prior to all procedures. Contaminated, dirty hands are one of the most common sources of infection.

1. Wet your hands thoroughly with warm water.
2. Use soap.
3. Scrub hands for 20 seconds using a rotary motion and friction. Wash:
  - Back and palm of each hand
  - Between all fingers
  - Fingernails

Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

4. Rinse your hands under the running water.
5. Dry on clean towel or with a paper towel.

For additional good health habits, visit our patient education section on [Apria.com](https://www.apria.com).

# GET COMFORTABLE WITH YOUR THERAPY

**Use your PAP therapy during all hours of sleep, including during naps. Some people may need up to one or two weeks to adjust to PAP therapy, but the benefits are well worth it.**

## **Ways to help you adjust:**

- Try watching TV or reading while wearing your mask and headgear. Turn on the PAP device for short periods of time while wearing your mask to get used to the pressure.
- Use your equipment every night.
- Keep the device turned on for as long as you can tolerate, building up each night until you have reached at least 4 hours per night.
- Keep practicing until you are using PAP therapy during all hours of sleep, including during naps.



# Track Your Progress

## Consistency on Use of Your Device for the Best Sleep Therapy Results

The next step in getting a restful night's sleep is to focus on using your new PAP device consistently for the best sleep therapy results. Adjusting to using your PAP device regularly can be difficult. The 3B Luna G3 device provides numerous ways to track your device usage, making compliance a little less challenging. Your Apria Care Team will also need to track your usage so we can provide feedback to your referring physician and insurance.

## 3B Luna G3 Provides Three Ways to Obtain the Usage Information on Your Device

### SD Card

Simply remove the SD card from your sleep therapy device and take it to your local Apria branch office. After this usage information is provided to your Apria Care Team, Apria will upload the data into the iCodeConnect® software and provide you feedback on how you are adjusting to therapy.

### iCodeConnect Software

To submit the usage information via telephone using iCodeConnect technology, contact Apria at 877.265.2426 and choose option 4, where an agent will be available to receive your iCodeConnect information.

### How to Retrieve iCodeConnect Information from Device

1. Make sure the device is plugged in and turned on.
2. Scroll to the right until you are highlighting the "Reports" section.
3. Press the knob down to confirm the selection.
4. Scroll to the right two times to hover over the "iCode" section.
5. Press the knob down to confirm the selection.
6. You will have the iCode1 string displayed on the screen.
7. Use the knob to scroll to the right to view the iCode strings for set amounts of days up to 365.

### 3B Luna QR

The Luna G3 sleep therapy device allows users to track their usage information on their mobile device using a QR code. With your mobile device, take a picture of the QR code and the usage information will be downloaded directly to your device.

**Search for "3B Luna QR" in the App Store (Apple) or Google Play (Android).**



# Reusable and Disposable Air Filters

## Usage, Cleaning, and Replacement of Reusable and Disposable Filters

Please read this important information on device filter use and schedule to replace them to maintain cleanliness and keep your device working properly.

- **Black air filter is a reusable filter.** It can be used with the white filter or by itself. Clean the filter with mild dish soap and water and air dry. This filter should be replaced every 6 months or sooner if the filter is starting to wear down.
- **White air filter is a disposable filter.** This filter can be used with the black filter or by itself. Do not clean this filter. Discard and replace the filter every two weeks or sooner if the filter is starting to wear down.

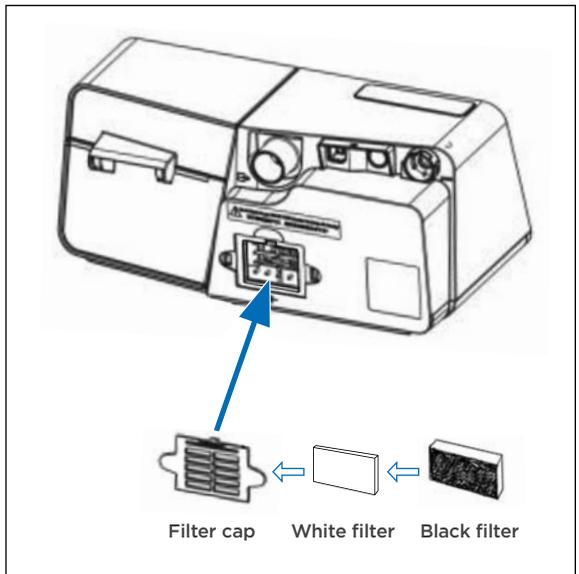
### How to Insert Filters into the Device

#### If using both a white and a black filter:

1. Insert the white disposable air filter into the filter cap.
2. Insert the black reusable air filter on top of or against the white filter.
3. Install the filter cap containing the air filters into the device.

#### If using only 1 air filter:

1. Insert the air filter into the filter cap.
2. Install the filter cap containing the air filter into the device.



# GET SUPPORT

SUPPORT RESOURCES		
<b>For additional educational materials:</b>	<a href="https://www.apria.com/resource-center">Apria.com/resource-center</a>	To locate videos and other patient information regarding our services
<b>For questions or troubleshooting issues with your equipment:</b>	877.265.2426, option 4	To contact our dedicated sleep experts who can assist with your setup remotely and answer questions about your sleep therapy needs



# CLEANING YOUR PAP EQUIPMENT

**The following instructions are for home cleaning. Instructions for reprocessing devices intended for multi-patient re-use can be found in the clinical guide.**

You should clean the device, water chamber, air tubing, and outlet connector as described.

## **Daily:**

1. Empty the water chamber and wipe it thoroughly with a clean disposable cloth. Allow it to dry, away from direct sunlight.
2. Refill the water chamber with distilled water.

## **Weekly:**

1. Wash the components using one of the following options:
  - Wash the water chamber, air tubing, and outlet connector in warm water using a household dishwashing liquid. Components should not be washed in temperatures higher than 149°F (65°C).OR
  - Wash the water chamber and outlet connector in a solution of 1 part vinegar and 9 parts water. The air tubing should be washed in warm water using a household dishwashing liquid. The air tubing should not be washed in temperatures higher than 149°F (65°C).
2. Rinse each component thoroughly in water.
3. Allow to dry, away from direct sunlight or heat.
4. Wipe the exterior of the device with a dry cloth.

## **Notes:**

- The water chamber may be washed in a dishwasher on the delicate cycle (top shelf only).
- Do not wash the heated air tubing in a dishwasher or washing machine.
- The black air filter is washable and reusable. Disposable filters are available. See page 18 for more information about filters.

For cleaning your mask, refer to the mask user guide for detailed instructions.

# REPLACE SUPPLIES REGULARLY

Replace your sleep supplies regularly. This helps to ensure a good mask seal and reduce buildup of bacteria, viruses, and allergens.<sup>1</sup> Ordering fresh, clean supplies to replace your old items helps improve the comfort of your mask and maintains the overall effectiveness of your therapy.

RECOMMENDED REPLACEMENT SCHEDULE			
Twice Monthly	Once Monthly	Every 3 Months	Every 6 Months
<ul style="list-style-type: none"> <li>Nasal mask cushions and nasal pillows</li> <li>Disposable filters</li> </ul>	<ul style="list-style-type: none"> <li>Full-face mask cushions</li> </ul>	<ul style="list-style-type: none"> <li>Mask frame</li> <li>Tubing (standard or heated)</li> </ul>	<ul style="list-style-type: none"> <li>Headgear and chin straps</li> <li>Humidifier water chamber</li> <li>Non-disposable filters</li> </ul>

Please note that the frequency of resupply and your insurance's coverage of supplies will be governed by your insurance plan and may differ from the schedule provided above.

### Filter Replacement Instructions

To see filter replacement and cleaning instructions, go to page 18.

**Source:**

1. Horowitz A, Horowitz S, Chun C. CPAP Masks are Sources of Microbial Contamination. SleepHealth Centers, Div. of Sleep Medicine, Brigham and Women's Hospital, Harvard Medical School, Boston. APSS Poster; 2009.

# CONVENIENT ORDERING OPTIONS

**When ordering fresh supplies through Apria, shipping is always free, and we verify and bill your insurance for you.**

## Enroll in Apria's Continuous Sleep Resupply Program\*

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Determine if you want fresh PAP supplies shipped to your front door every three or six months, and let Apria do the rest. Visit [Apria.com/papresupply](https://Apria.com/papresupply) to access the online form or call a Sleep Resupply Expert at **877.265.2426** and select option 2.

## Order Online

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**Apria.com/PAPresupply** — Register for the PAP Patient Portal with your Apria Patient ID and place an order when you need new supplies.

**ApriaDirect.com** — Order supplies anytime on the retail (non-insurance) website.

## Call Our Automated System

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Dial **800.436.5657** to use Apria's automated phone system available 24/7 to place your order.

## Speak with an Apria Sleep Resupply Expert

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Dial **877.265.2426** and select option 2 to order supplies with an Apria Sleep Resupply Expert. Monday through Friday: 8 a.m. – 9 p.m. EST or Saturday: 8 a.m. – 7 p.m. EST.

### **Note:**

If you decide not to participate in the PAP Resupply Program, you will receive convenient, automated calls from Apria to remind you that it is time to order replacement sleep supplies.

\*This Continuous Sleep Resupply Program is not available to all Sleep patients. Patients with certain payors, such as Medicare, Medicaid, Managed Medicaid, or TRICARE, are not eligible.



**We are here for you!** With Apria's Premium Care Sleep™ program, you can rest assured that you will receive the support you need to achieve a better night's sleep. It's not uncommon to experience discomfort for the first several days. The goal of therapy is to minimize the impact of your sleep apnea.

Remember that regular use will help improve your overall quality of life, so you can look forward to:

- Increased energy and alertness
- Improved blood pressure
- Improved glucose tolerance

Data from your PAP machine is securely communicated to Apria using cloud-based software. You will receive feedback on your therapy results either by phone call, text message, and/or email. Your feedback is also shared with Apria to ensure your therapy is working.

If you are struggling to adapt to therapy, one of Apria's dedicated Patient Health Advocate team members and/or an Apria respiratory therapist will reach out to you. If you have questions about your equipment, please call us right away. We are here to assist you.

**Remember to use your PAP therapy anytime you sleep, including during naps. Compliant use is often defined as at least 4 hours per night for at least 70% of the days.**

You may receive email notifications from: [u-sleep.No-Reply@Umbian.com](mailto:u-sleep.No-Reply@Umbian.com)  
Phone and text notifications will be sent from: **201.420.8904**

If you have questions about the notifications you will receive or general questions about the sleep monitoring program, please contact Apria's Patient Help Advocate Team.

**877.265.2426**

Monday through Friday: 8 a.m. – 10 p.m. EST  
Saturday: 11 a.m. – 7:30 p.m. EST

If you have any questions, or need help setting up your device and getting started, please call a member of Apria's Premium Care Sleep Expert team. Dial the number below and select option 4.

**877.265.2426**

Monday through Friday: 8 a.m. – 10 p.m. EST

Saturday: 11 a.m. – 7:30 p.m. EST

Apria is committed to safe, quality patient care. We encourage you to report any concerns to your local Apria branch. If your concern is not resolved, please contact the Patient Satisfaction team at the number listed below.

**800.260.8808**

