**Collar Guidelines**

**Application**

- Pre-Form
- Adjust Height
- Tighten

**Check the Fit**

1. **Is the Sternal Notch visible?**
   When properly positioned, the sternal notch should be visible through the tracheal opening and the chin should be well supported by the chin piece.

2. **Collar dialed up?**
   Make sure there is no gap between the chin piece and chin, and between the sternum pad and chest. The chin pad should be slightly compressed.

3. **Slack out?**
   The collar side panels wrap against and behind the neck while resting on or above the trapezius. Tighten the back panel evenly so it stays centered. If any gaps are present, tighten the collar further.

4. **Throat area clear?**
   If the back of the chin piece is seen to be touching the throat, disconnect the Velcro on both sides and lift the sides of the front panel up and off of the trapezius muscle. This will cause the chin piece to move forward, away from the throat.

**Check the Fit**

1. **Chin-Dots hidden?**
   The chin piece plastic should be flush with the end of the chin, hiding the “Chin-Dots” indicator on the chin pad.

2. **Loop strap past mark?**
   Remove all slack. Evenly tighten and retighten the loop straps, ensuring that each extends past the green mark for a secure fit and front/back panel overlap.

3. **FlexTabs™ bent?**
   If the collar has been properly sized and tightened, the FlexTabs™ will be “loaded” to spread the support. Note: The inner trach bar should never touch the airway.

For more detailed information, check the instruction sheet, visit our website or call for a representative to visit. [aspenmp.com](http://aspenmp.com)