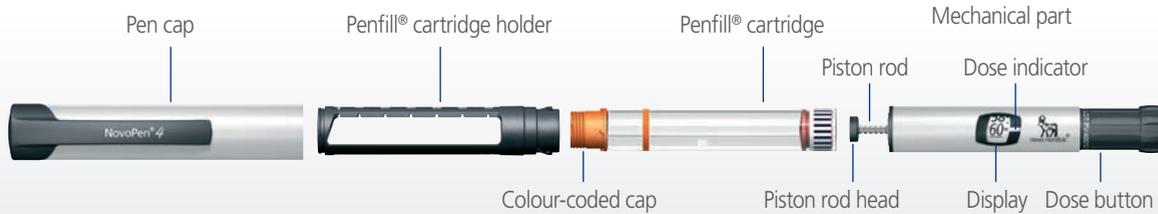
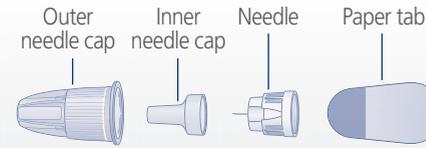


# How to use NovoPen® 4

## NovoPen® 4

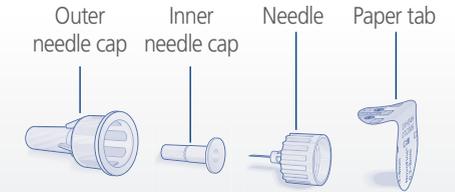


## NovoFine® Plus 4mm 32G 0.23/0.25 X 4mm

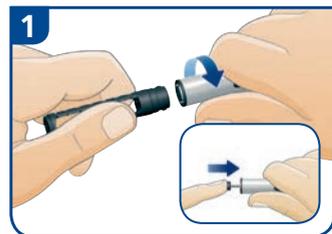


NovoPen® 4 is designed to be used with NovoFine® needles

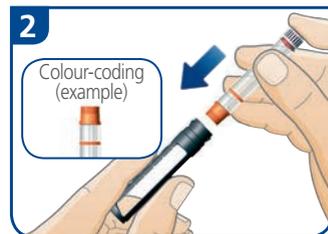
## NovoFine® 6mm 32G Tip (0.23/0.25 x 6mm) NovoFine® 8mm 30G (0.3 x 8mm)



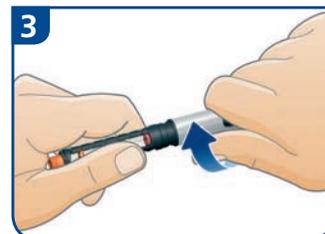
## Preparing NovoPen® 4



1 Pull off the pen cap and twist the pen apart.  
If the rod is sticking out, push it all the way back in.

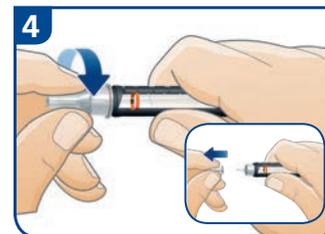


2 Insert the Penfill® cartridge into the cartridge holder, colour-coded cap end first.

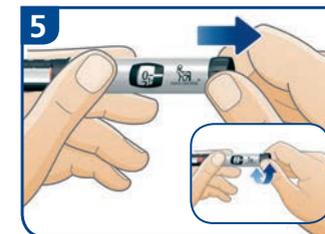


3 Put the pen back together and twist it until you feel or hear a click. If the cartridge contains an insulin suspension (cloudy insulin) you must always mix (resuspend) it evenly before use (instructions overleaf).

## Checking the insulin flow (Priming)



4 Before injection, always attach a new NovoFine® needle. Remove both the outer and inner needle caps, and dispose of the inner needle cap. Keep the outer needle cap to remove the needle from the pen after injection.



5 Pull out the dose button. Turn the dose button to select:  
• 4 units with a new Penfill® cartridge  
• 1 unit with a cartridge already in use.



6 Hold your NovoPen® 4 with the needle facing upwards. Tap the cartridge holder gently with your finger a few times to allow any air bubbles to rise to the top of the cartridge. Press the dose button completely in, until the display shows 0. You may also hear or feel a click. A drop of insulin **must** appear at the needle tip. If a drop does not appear, repeat steps 4-6.

## Setting your dose



7 Pull out the dose button and turn the dial until the white indicator line is level with the required number of units you need to inject. The odd units are shown as lines only (maximum 60 units).

Adjust the dose by dialling up or down, if necessary. No insulin will be released until the dose button is pressed.

If you need more than 60 units, you can divide your dose into two injections. Refer to the user manual for instructions.



## Injecting your dose



9 Push the pen into your skin, then press the dose button until you feel or hear a click and the dose indicator lines up with 0. Leave the NovoFine® needle under the skin for at least 6 seconds (keeping the button pushed down), and then remove it.

Leave the NovoFine® needle under the skin for at least 6 seconds (keeping the button pushed down), and then remove it.



10 After you have withdrawn the needle carefully put the outer needle cap back on, then remove and dispose of the needle safely. Replace the pen cap after use.

Remember  
**Always**  
use a new  
NovoFine®  
needle every time you inject

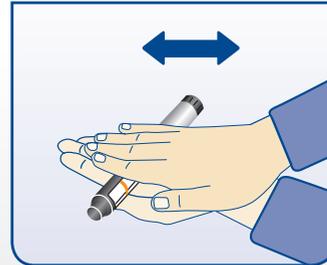
Use the injection technique shown to you by your Healthcare Professional.



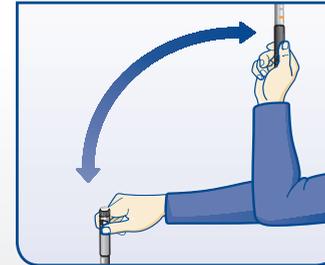
# How to use NovoPen® 4

## When using cloudy insulin in your NovoPen® 4

Let the insulin in your NovoPen® 4 reach room temperature before you use it. This makes it easier to resuspend.



Roll the pen between your palms 10 times – it is important that the pen is kept horizontal.



Move the pen up and down 10 times between the 2 positions as shown (this should move the glass ball inside the cartridge from one end to the other). Continue rolling and moving until the liquid appears white and cloudy (resuspended).

**Note:** Always check there are at least 12 units of insulin left in the cartridge to allow resuspension. If there are fewer than 12 units left, use a new Penfill®.

## Function Check

If you think that your NovoPen® 4 is not working properly, follow this procedure:

- 1 Check that the mechanical part and the Penfill® cartridge holder are screwed securely together.
- 2 Screw on a new NovoFine® needle.
- 3 Prime NovoPen® 4.
- 4 Carefully replace the NovoFine® outer needle cap.
- 5 Dispense 20 units into the cap holding the pen with the needle pointing downwards.



20 Units

The insulin should fill the lower part of the NovoFine® outer needle cap. If the pen has delivered too much or too little insulin, repeat the test.

If it happens again, do not use the pen. Contact your supplier. Do not try to repair a faulty NovoPen® 4.

Use a new NovoFine® needle every time you inject.

Always remove the NovoFine® needle after each injection and store NovoPen® 4 without the needle attached.

**Patients registered with the National Diabetes Services Scheme (NDSS) are entitled to 1,200 needles every 180 day period free of charge with or without scripts, from NDSS pharmacies and Diabetes Australia.**

**You have been prescribed:** (to be completed by Healthcare Professional)



NovoFine® Plus 4mm 32G  
0.23/0.25 x 4mm



novofine® 6mm 32G Tip  
0.23/0.25 x 6mm



novofine® 8mm 30G  
0.3 x 8mm



NovoMix® 30 Penfill®  
insulin aspart (rys)



Levemir® Penfill®  
insulin detemir (rys)



NovoRapid® Penfill®  
insulin aspart (rys)

Please see your Healthcare Professional for any further information about your diabetes treatment.

This sheet is intended as a quick guide only and does not replace NovoPen® 4 user manual or the CMI enclosed in your prescribed insulin pack. NovoPen® 4 user manual can be found inside every new pack of NovoPen® 4. The CMI and user manual should be read carefully before use. For distribution by Healthcare Professionals.

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