

**Novo Nordisk Customer Care**  
**0845 600 5055**

Calls cost 6p plus up to 2p per minute from a BT Together landline. Mobiles and other providers' charges may vary.

Calls may be recorded for training purposes.  
(Office hours 8.30am – 5.30pm)

For more information on diabetes visit our website where Novo Nordisk booklets are available in a downloadable format:

[www.novonordisk.co.uk](http://www.novonordisk.co.uk)

[www.changingdiabetes.co.uk](http://www.changingdiabetes.co.uk)



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**NovoPen<sup>®</sup> 4**



**NovoPen<sup>®</sup> 4**  
**User Guide**

This is a guide. It is important you also read your NovoPen<sup>®</sup> 4 User Manual carefully.



**NovoPen<sup>®</sup> 4**

## What is NovoPen®4?

NovoPen®4 is the most up-to-date durable insulin pen from Novo Nordisk, designed to simplify insulin injections and improve reliability.

### NovoPen®4 is easy to use:

- It can deliver up to 60 units of insulin and the dose is set using the dosing button and the dose indicator. The dose can be seen in the easy-to-read display
- The dose button counts down to zero as the dose is delivered and the pen will also click when the injection is complete to help you be sure that you've taken the correct amount of insulin

The pen works with Penfill® cartridges, which are colour-coded for the different types of insulin you use. It's designed to be used with NovoFine® 6 mm **S** and 8 mm **S** disposable needles which are short, slim and specially coated to make injections as comfortable as possible.

NovoPen®4 is also compatible with NovoFine® Autocover®, the first insulin pen safety needle, which is designed to reduce needle-stick injuries by covering the needle before and after use.



# NovoPen®4

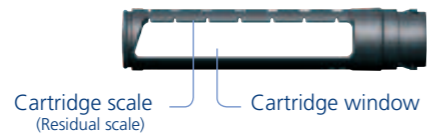
## How to use NovoPen®4

### Inside your NovoPen®4

#### Pen cap



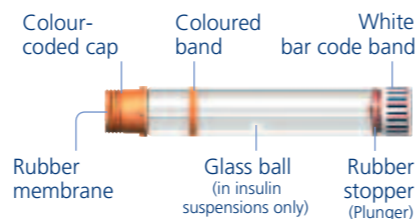
#### Penfill® cartridge holder



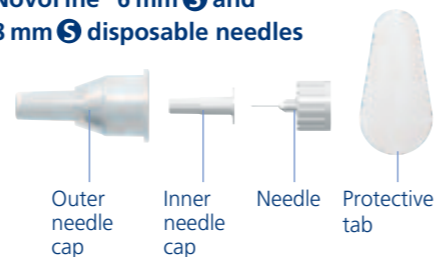
#### Mechanical part



### Penfill® 3 ml insulin cartridge (example)



### NovoFine® 6 mm S and 8 mm S disposable needles

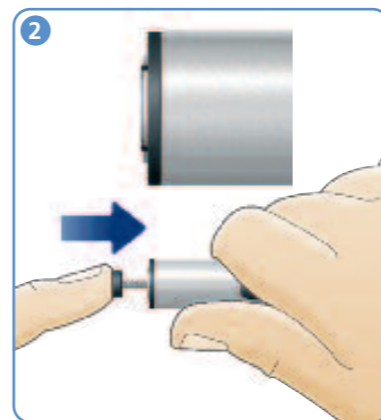


**Important:** You should also read the detailed instructions in your NovoPen®4 User Manual.

## Preparing the Pen



- Pull off the cap. Unscrew the pen



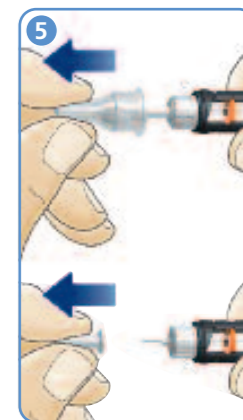
- Reset the piston rod, if it's not already reset, by pushing it in until it stops and looks like the picture (above)



- Put the Penfill® cartridge into the cartridge holder. The colour-coded cap end goes in first



- Screw the pen back together until you hear or feel a click. If the cartridge contains cloudy looking insulin (an insulin suspension), always mix (resuspend) it before use



- Screw on a new needle. Pull off both the outer and inner needle caps and throw away the inner cap. **Keep the outer cap**

## Checking the insulin flow (priming)

Always check the insulin flow before an injection



- Make sure that a new NovoFine® disposable needle is attached. Pull out the dose button, if it is not already pulled out, and turn it to select:



Four units for a new cartridge



One unit for a cartridge which is already in use

**One increment is equal to one unit**



- Hold your NovoPen®4 with the needle pointing up

Tap the pen gently with your finger a few times so that any air bubbles float to the top of the cartridge



- Press the dose button completely in, until you hear or feel a click. The display will return to 0

A drop of insulin should appear at the needle tip. If this doesn't happen, repeat the instructions until a drop of insulin appears

## Selecting the dose

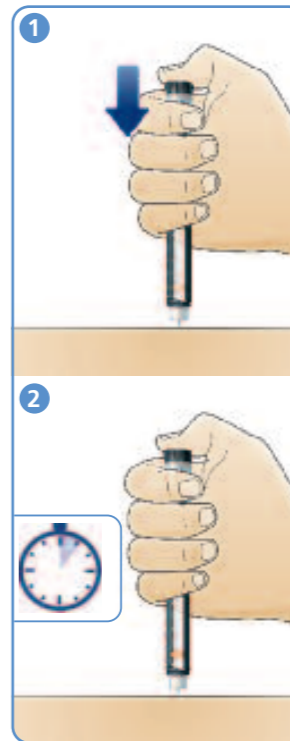


- Pull out the dose button and turn it so that the dose you need lines up with the dose indicator

- If you select a different dose from the one you need, turn the dose button to the correct dose

If you need more than 60 units, you may need to divide your dose into two injections. Inject the 60 units first and then do a new injection with the remaining number of units needed to complete your dose

## Injecting your insulin



- Follow the injection technique demonstrated by your healthcare professional

- To inject, press the dose button completely in, until you hear or feel a click. Turning the button will not inject insulin.

- Leave the needle under the skin for at least 6 seconds. Pull the needle out. The selected dose has been delivered. After you have withdrawn the needle, a few drops of insulin may

appear at the needle tip. This is normal and has no effect on dose delivered.

Put the outer needle cap back onto the needle, unscrew the needle and dispose of it properly as instructed by your healthcare professional. Put the cap back on the pen

## Replacing a used cartridge



- Unscrew the needle using the outer needle cap, and throw it away safely according to your doctor or nurse's instructions



- Unscrew the pen



- Take out the cartridge to be replaced and throw it away safely

## What should I do if...

### ...I've dialled too high a dose?

Simply turn the dose button backwards until the dose indicator lines up with the dose you need. NovoPen®4 allows you to do this without losing any insulin.

### ...my dose is more than the number of units left in the cartridge?

NovoPen®4 will not allow you to select a dose larger than the number of units remaining in the cartridge.

If there is not enough insulin in the cartridge to complete your dose, you have two options:

- Change the cartridge and, after checking the insulin flow, dial the appropriate dose and inject as usual
- Inject the remaining insulin, noting how many units you have injected. Then change the cartridge as usual and, after checking the insulin flow, select the remaining dose and inject

### ...no insulin appears when I check the flow?

Check that the cartridge is not empty. Screw on a new needle and check the insulin flow again. Continue to check the flow until insulin appears.

### ...the dose button stops counting down before reaching zero?

**The needle may be blocked.** You did not receive the selected dose of insulin. To complete your dose you must inject the remaining number of units.

Check the display. The number that lines up with the dose indicator is the number of units that you need to inject for a complete dose. Make a note of this number.

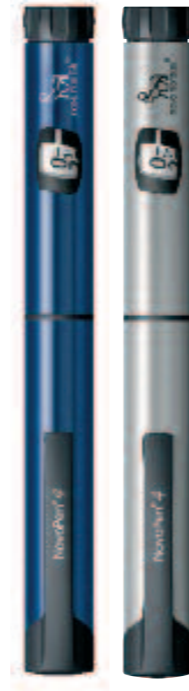
Turn the dose button until 0 lines up with the dose indicator. Screw on a new needle and check the insulin flow. Select the number of units you need to complete your dose and inject.

If you are not sure that you received the selected dose, you must observe your blood glucose levels.

## How to store NovoPen® 4

Store your NovoPen® 4 at room temperature, protected from direct sunlight, water, dust and dirt as per the user manual. Do NOT store your pen in the fridge at any time.

If you need a spare or replacement pen you may like to know that NovoPen® 4 is available on prescription from your doctor or diabetes centre.



# NovoPen® 4

## changing diabetes

At Novo Nordisk we are changing diabetes, both in our approach to developing treatments and in our commitment to operating profitably and ethically.

In our search for a cure, we know that we are not simply treating diabetes. We are helping real people live better lives. This understanding is behind every decision or action we take, and fuels our passion for changing the treatment, perception and future of diabetes for good.

[www.changingdiabetes.co.uk](http://www.changingdiabetes.co.uk)