

How to use NovoPen® 4

Is this the first time you are taking an injection?
Ask your doctor or nurse about injection training.

NovoFine® Plus
Always use a new needle for each injection. This reduces the risk of contamination, infection, blocked needles and inaccurate dosing.

Outer needle cap Inner needle cap Needle Paper tab

Dose counter
Use it to see the dose you select.

Dose pointer

Pen cap
Always replace it to protect the insulin from light.

Dose button
Turn it to select your dose. Press it down to inject your dose.

Quick guide

Please see the User Manual that came with your NovoPen® 4 for complete instructions.



1. Prepare your pen

- Pull off the pen cap.
- Twist off the cartridge holder.
- **The piston rod may stick out** of your pen. If so, **push it in** until it stops.



2. Insert an insulin cartridge

- Take a new insulin cartridge and check that:
 - It contains the **correct** insulin, which looks as it should.
 - It has **no cracks or damage**.
- Slide the cartridge into the cartridge holder with the **threaded end first**.
- Twist the cartridge holder back on.



3. Attach a new needle

- Take a new needle, and tear off the paper tab.
- Push the needle **straight** onto the pen. **Turn until it is on tight.**
- Pull off the outer needle cap and save it.
- Pull off the inner needle cap and throw it away.

Use a new needle for each injection.



4. Test the insulin flow

ALWAYS test the flow before you inject.

- Keep testing until insulin squirts from the needle tip. This makes sure that any gap and air bubbles are removed and that insulin is getting through the needle.
- Select **2 units** and press the dose button until the dose counter shows "0".
- **If no insulin appears**, repeat the insulin flow test. The insulin flow test is complete when you see insulin squirt.



5. Select your dose

- **Pull out the dose button**, if it is not already out.
- **Make sure the dose counter shows "0"** before you start.
- Turn the dose button to **select the dose you need**. You can turn forwards or backwards.



6. Inject your dose

- Insert the needle into your skin and press the dose button until the dose counter shows "0".
- **Then wait and count slowly to 6** before you remove the needle from your skin.
- **Safely remove and throw away** the needle. Put the pen cap on.

Do not store your pen with a needle attached.

Do not share your NovoPen® 4 or Penfill® cartridges with other people. Sharing the pen can result in the spread of infections from one person to another even if the needle is changed. If use you two types of insulin, it is highly recommended that you use a different coloured pen for each insulin.

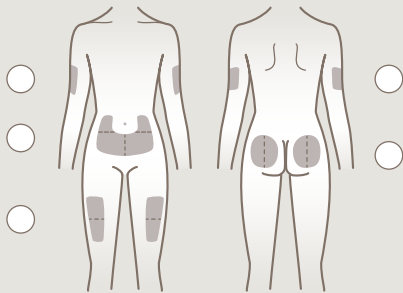
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Injection sites

Always use a new needle

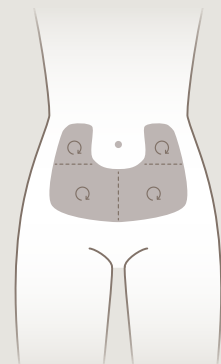
The main injection sites are the thighs, stomach, buttocks or backs of the upper arms. Ask your doctor or nurse which sites are recommended for you.

Make a mark of your recommended injection site



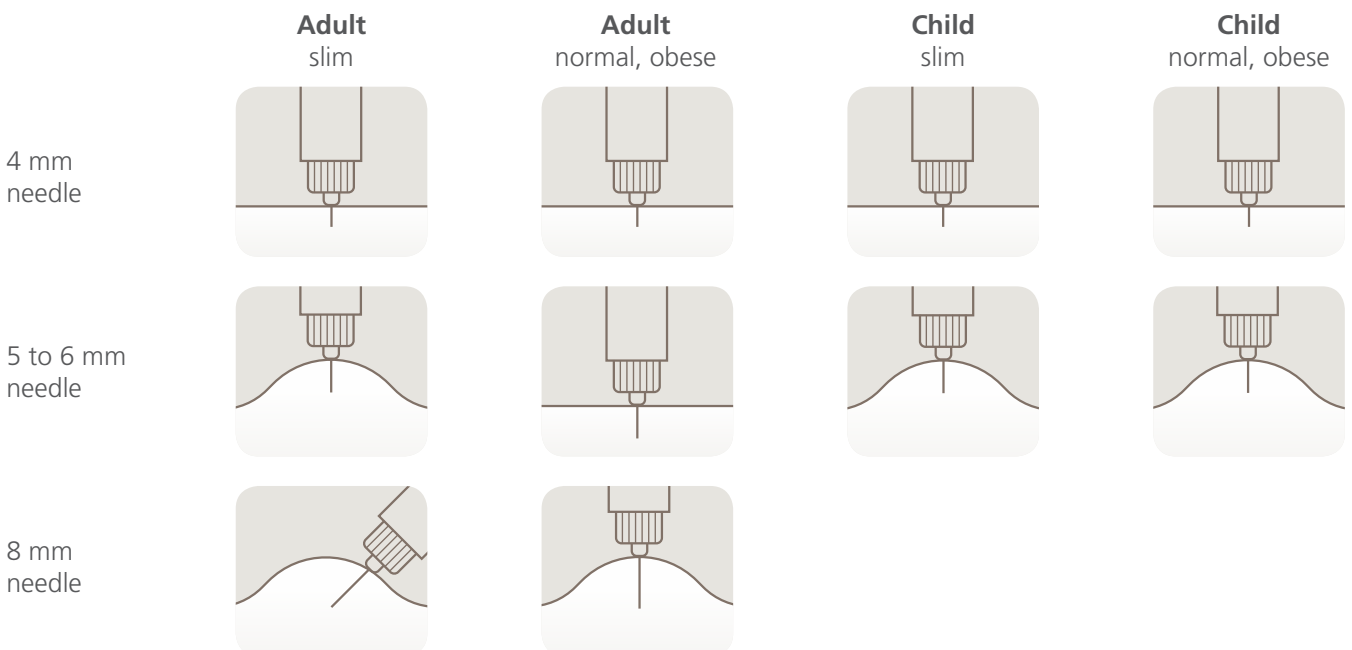
To increase comfort, make sure you choose a different place to inject for every injection.

- Divide the injection sites into halves or quarters and use a different half/quarter every week.
- In each half or quarter, rotate the place of injection clockwise by about the width of a finger from the last injection point.



Injection technique

Insulin is injected under the skin in the subcutaneous tissue. How you should inject depends on your build and the length of the needle. You can see the different injection techniques below. Always make sure to use the injection technique and needle length recommended by your doctor or nurse.



How to lift the skin

To make sure insulin is injected under the skin, it can be helpful to inject into a skin fold. Lift a fold of skin between your thumb and index fingers. Keep it raised for 5 to 10 seconds after injection and until you have removed the needle from the skin.

