

# Contents

## Inserting Penfill® into Novolin-Pen® Junior for the first time

Preparing your Novolin-Pen® Junior .....	2
Priming Novolin-Pen® Junior .....	5
Selecting your dose .....	6
Giving the injection .....	7

## Subsequent injections with Novolin-Pen® Junior

Subsequent injections .....	8
What to do when Penfill® is nearly empty .....	9
Changing Penfill® .....	10

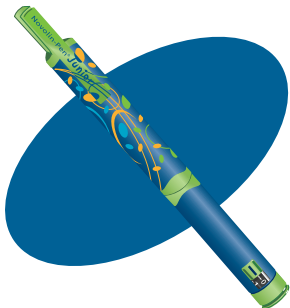
## Additional information

Function check .....	11
Important notes .....	12
What do I do if... ..	14
How to store and look after your Novolin-Pen® Junior .....	16
Warranty information .....	17

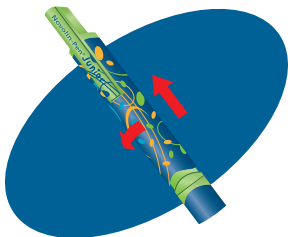
← Look at the diagram inside the front cover for the names of the different parts of Novolin-Pen® Junior. You can unfold the diagram to help you while you follow the instructions.

## Preparing your Novolin-Pen® Junior

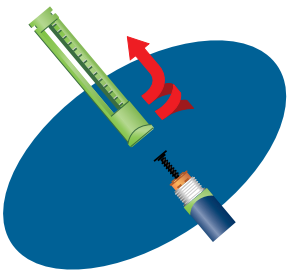
**1** Take Novolin-Pen® Junior out of its case.

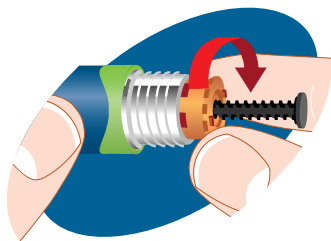


**2** Twist and pull off the cap.



**3** Unscrew the Penfill® holder.



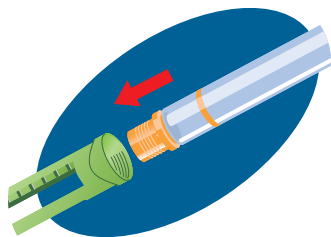


- 4** Turn the return mechanism clockwise until the piston rod is flush with the return mechanism.

Never force or push the piston rod back in.

**Important:**

Always reset the piston rod before inserting a new Penfill®. Never load a partially filled Penfill®.

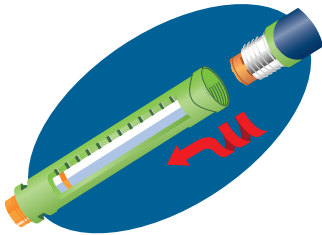


- 5** In the Penfill® leaflet you will find instructions on how to:

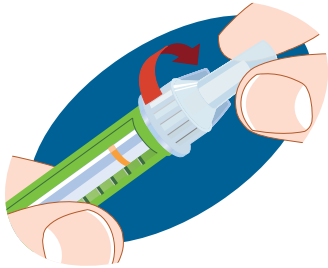
- check that Penfill® is intact (e.g. no cracks).
- resuspend the insulin, if Penfill® contains an insulin suspension (cloudy insulin).

If you use an insulin suspension (cloudy insulin) you must first mix the insulin by carefully moving Penfill® up and down as described in the Penfill® leaflet. Penfill® contains a glass ball which should move from one end of the cartridge to the other until the insulin is uniformly white and cloudy.

Insert Penfill® into the Penfill® holder. The colour-coded cap goes in first.



- 6** Screw the mechanical section and the Penfill® holder firmly together.



- 7** Remove the protective tab off a NovoFine® needle and screw the needle firmly onto the colour-coded cap.

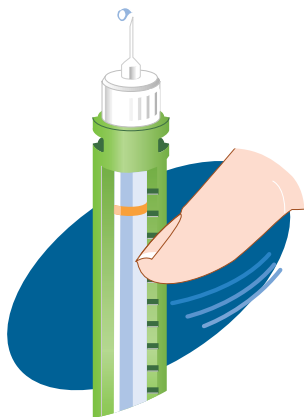
Pull off the outer needle cap and set aside.

Pull off the inner needle cap and discard.

Do not bend or damage the needle before use.

Never place a NovoFine® disposable needle on Novolin-Pen® Junior unless you are ready to prime it or give an injection.

If the NovoFine® needle is “left on”, some liquid may leak out of Penfill®. This may cause a change in the strength of the insulin suspension you are using.



## Priming Novolin-Pen® Junior

- 8** To prevent the injection of air and make certain insulin is delivered, you must prime Novolin-Pen® Junior before each injection.

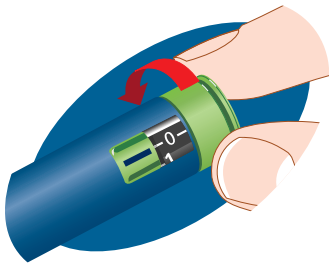
It is important that insulin appears at the tip of the needle before you make your injection. Otherwise you will not receive the full insulin dose.

How to prime Novolin-Pen® Junior:

- If you use an insulin suspension (cloudy insulin), first resuspend the insulin.
- Check that the dial-a-dose selector is set at zero.
- Dial 2 units.
- Hold Novolin-Pen® Junior with the needle pointing upwards and tap the Penfill® holder gently with your finger a few times.
- Press the push button right in.
- A drop of insulin should appear at the needle tip.
- If not, repeat the procedure until a drop of insulin appears.

There may still be some air in Penfill® after this, but you will not inject it.

## Selecting your dose

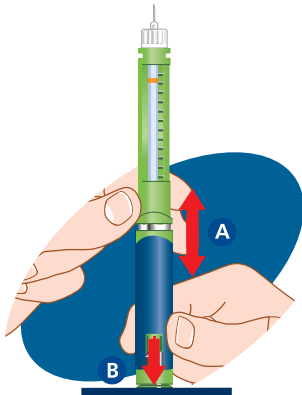


- 9** Check that the dial-a-dose selector is set at zero (0). If not, press the push button right in.

The Penfill® holder has a scale with marks showing the approximate number of units left in Penfill®.

Always check that there is enough insulin left for the injection.

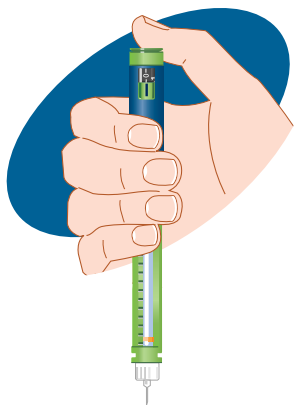
Dial the number of units you need to inject. Half units are shown as full lines between the numbers.



- 10** If you dial a larger dose than you need, pull the mechanical section and the Penfill® holder slightly apart, as shown in picture **A**. While holding them apart, press the push button back to 0 against a hard surface and release your grip **B**.

**If not pulled apart, the insulin will be wasted when correcting the dose.**

You can now dial the correct number of units.



## Giving the injection

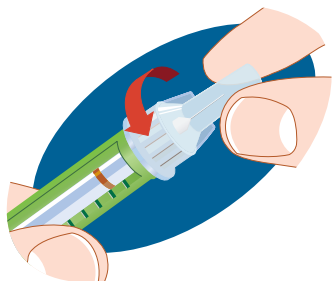
- 11** Use the injection technique recommended by your Healthcare professional.

To inject, press the push button as far as it will go. Do not force it.

After injection the needle should remain under the skin for at least 6 seconds. Keep the push button fully depressed until after the needle has been withdrawn.

If there is not enough insulin in Penfill® for the whole dose, you will be able to see the number of units you still need to inject in the dose indicator window. You must always check the dose indicator window after you have made the injection.

**Important:** Never turn the dial-a-dose selector while injecting your insulin.

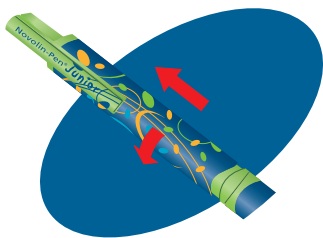


- 12** After the injection, put the outer needle cap on and unscrew the needle.

Discard the needle carefully.

Replace the pen cap.

Healthcare professionals, relatives and other caregivers should follow general precautionary measures for removal and disposal of needles to minimize the risk of unintended needle penetration.



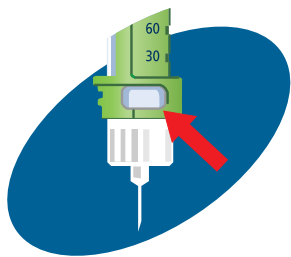
## Subsequent injections

- 13** Twist and pull off the pen cap.

Check that Novolin-Pen® Junior contains the type of insulin you want to inject.

If Penfill® contains a clear insulin follow points 7-12.

If Penfill® contains an insulin suspension follow the instructions given in the Penfill® leaflet supplied with your insulin.



## What to do when Penfill® is nearly empty

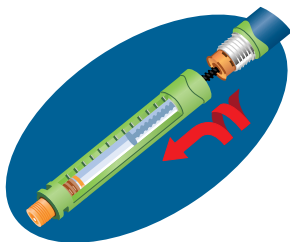
- 14** Do not try to inject an insulin suspension (cloudy insulin) if you can see the rubber stopper in the small inspection window. The glass ball must have adequate space to resuspend the insulin.

It is possible to select a dose larger than the number of units left in Penfill®. When you get near the end of a Penfill® insulin cartridge, you may need to give yourself two injections to receive your full dose.

If, after giving an injection, zero (0) does not appear in the dose indicator window, you did not receive your full dose.

Make a note of the number in the dose indicator window, change Penfill® (see point 15), prime (see point 8), dial the remaining dose and inject.

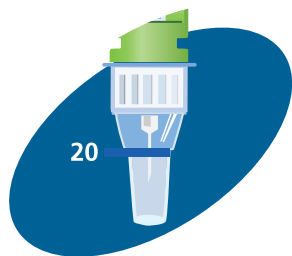
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## Changing Penfill®

- 15 Unscrew the Penfill® holder.

Press the push button to set the dose indicator to zero. Take out the empty Penfill®. Take a new Penfill® and continue as described from point 4.



## Function check

**16** If you think that your Novolin-Pen® Junior is not working properly, follow this procedure:

- Check that the mechanical section and the Penfill® holder are screwed firmly together.
- Check the residual scale to make sure there are at least 20 units of insulin left in Penfill®. If there are fewer units left, insert a new Penfill®.
- Attach a new NovoFine® needle as described in point 7.
- Prime Novolin-Pen® Junior as described in point 8.
- Replace the outer needle cap over the needle.
- Dispense 20 units into the cap.

The insulin should fill the lower part of the outer needle cap.

If the pen has cleared too much or too little insulin, repeat the test using a new NovoFine® needle and outer needle cap. If it happens again, do not use the pen. Contact your supplier.

Do not try to repair a faulty Novolin-Pen® Junior.

Never use Novolin-Pen® Junior unless you are sure that it is working properly.

## Important notes

- With Novolin-Pen® Junior you can dial doses in half units.
- Novolin-Pen® Junior must be handled with care, do not drop it and avoid knocking it against hard surfaces.
- Protect Novolin-Pen® Junior against dust and dirt when it is not in its case.
- Make sure that the piston rod is flush with the return mechanism before you screw the mechanical section and the Penfill® holder together (see point 4).
- Always screw the mechanical section and the Penfill® holder firmly together.
- Always prime to expel air with the needle pointing upwards before each injection (see point 8). To prevent the injection of air and make certain insulin is delivered, **you must prime Novolin-Pen® Junior before each injection.**
- The colour-coded band on Penfill® tells you which type of insulin your Penfill® contains. Before each injection make sure that you are using the right insulin preparation.
- Before injecting always check that there is enough insulin left for your dose. After the injection make sure that the dose indicator window reads 0. If not, see point 14.
- Do not initiate injection of an insulin suspension (cloudy insulin) if the rubber stopper can be seen in the small inspection window.
- Do not use the residual scale to measure the amount of insulin to be injected.

- Remove the needle from Novolin-Pen® Junior immediately after each injection. If you do not remove the needle, temperature changes may cause liquid to leak out of the needle. With an insulin suspension (cloudy insulin) this may change the concentration of the insulin.
- Keep Novolin-Pen® Junior, Penfill® and NovoFine® needles out of the reach of other children.
- Your Novolin-Pen® Junior is for personal use only. Do not allow anyone else to use it.



Need Help?  
Call 1-800-465-4334

## What do I do if...

Here are the answers to some questions you might need to ask when using your Novolin-Pen® Junior.

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**No insulin appears when I try to prime Novolin-Pen® Junior?**

Check that your Novolin-Pen® Junior was put together correctly when you changed Penfill®. Make sure that the piston rod is flush with the return mechanism. The piston rod may not be far enough down the Penfill® holder to reach the rubber stopper of the Penfill® cartridge. Also make sure that the mechanical section and the Penfill® holder are screwed firmly together. (see points 4-6). Keep priming until a drop of insulin appears at the tip of the needle.

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**No insulin appears when I try to prime Novolin-Pen® Junior and the push button will not go in?**

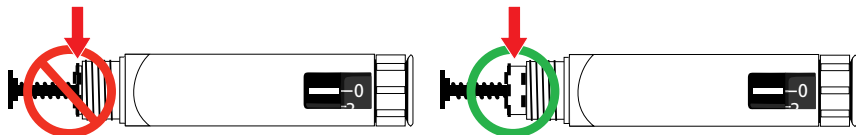
The needle may be blocked. Change the needle and prime until insulin appears at the needle tip. Check that the needle is firmly attached. Check if Penfill® is empty.

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**The push button blocks during the injection?**

Do not try to force the push button down. Check if Penfill® is empty. If there was not enough insulin in Penfill® for the whole dose, you will see the number of units you still need to inject in the dose indicator window. Make a note of this. Change Penfill® and continue as described from point 15.

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**I cannot press the push button back to zero before I return the piston rod?**

The return mechanism may be locked. Gently twist the return mechanism from side to side until it comes out. See the picture above. Then you can press the push button back to zero. Never turn the dial-a-dose selector back. To ensure that the pen is still working properly carry out the function check described in point 16.

**I cannot get the piston rod back inside the return mechanism when I change Penfill®?**

The return mechanism may be locked. Gently twist the return mechanism from side to side until it comes out. Then turn the return mechanism clockwise until the piston rod is flush with the return mechanism. Finally carry out the function check described in point 16.

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**I'm not sure if my Novolin-Pen® Junior is working properly?**

Carry out the function check described in point 16. Make sure that the lower part of the outer needle cap is filled with 20 units of insulin.

Never use your Novolin-Pen® Junior unless you are sure that it is working properly.

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# How to store and look after your Novolin-Pen® Junior

## Storage and maintenance

- Keep your Novolin-Pen® Junior in its case whenever possible. You can also keep a spare Penfill® and three spare NovoFine® needles in the case.
- Please read the leaflet in the Penfill® carton for details of how to store the cartridges and how long to keep them.
- Do not lubricate Novolin-Pen® Junior.

## Cleaning

- You can clean your Novolin-Pen® Junior by wiping it with a clean cloth moistened with a mild detergent. Do not immerse Novolin-Pen® Junior in water. This may damage the mechanism. Clean off dirt and dust with a soft brush.

## Remember

- Always have extra insulin of the same type(s) you use available for alternative administration in case your Novolin-Pen® Junior gets lost or damaged.
- Do not try to repair a faulty Novolin-Pen® Junior.
- Novolin-Pen® Junior must only be used in the way described in this booklet. The manufacturer will not be responsible for any problems you have with the device if instructions are not followed.

## Warranty Information

Your Novolin-Pen® Junior is tough but could still get damaged. So handle it with care and protect it against dust and dirt when not in its case.

Do not try to repair Novolin-Pen® Junior.

Should your Novolin-Pen® Junior be defective in materials or workmanship, Novo Nordisk Canada Inc. will replace it at no charge if it is used as described in this booklet.

This warranty is NOT valid and Novo Nordisk A/S and Novo Nordisk Canada Inc. cannot be held responsible in the case of defects or damages arising from:

- The use of Novolin-Pen® Junior with products other than Penfill® insulin cartridges, NovoFine® single use disposable needles or other products specifically recommended by Novo Nordisk.
- The use of Novolin-Pen® Junior not in accordance with instructions in this booklet.
- Physical damage to Novolin-Pen® Junior caused by neglect, misuse, unauthorized repair, accident, or other breakage.

No other warranty is made with respect to Novolin-Pen® Junior.

For more information please contact:

Novo Nordisk Canada Inc.  
Attention: Medical Services  
300-2680 Skymark Avenue  
Mississauga, Ontario  
Canada, L4W 5L6  
1 • 800 • 465 • 4334

