

# NovoPen Echo<sup>®</sup>

## User manual

Read this manual carefully before  
you use your NovoPen Echo<sup>®</sup>



## Introduction

Thank you for choosing NovoPen Echo<sup>®</sup>, the insulin pen designed to help make your insulin treatment more simple. This manual will tell you how to use and handle your NovoPen Echo<sup>®</sup>.

NovoPen Echo<sup>®</sup> is easy to use. It delivers doses from 0.5 to 30 units in half-unit (0.5) increments.

NovoPen Echo<sup>®</sup> has a dose memory that helps you remember the number of units you received from your last injection and the time passed since that injection.

NovoPen Echo<sup>®</sup> is available in blue and red. This way you can have a different-coloured pen for each type of insulin you use.

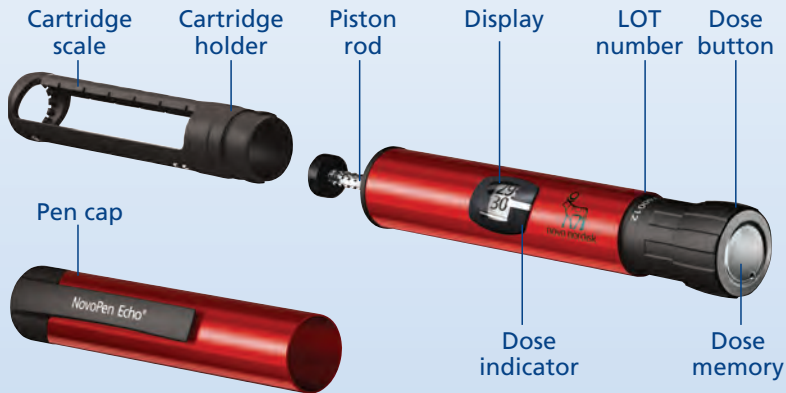
NovoPen Echo<sup>®</sup> is designed to be used with Penfill<sup>®</sup> 3 mL insulin cartridges, and NovoFine<sup>®</sup> 6 mm and 8 mm disposable needles.

You should read this manual before use – even if you have used NovoPen Echo<sup>®</sup> or other similar Novo Nordisk delivery systems before.



Inside this cover you will find the names of the different parts of your NovoPen Echo<sup>®</sup>. Leave the cover open when you follow the instructions in the manual. ►

## NovoPen Echo®

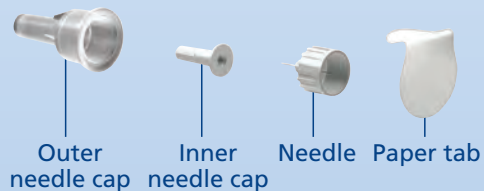


## Dose memory

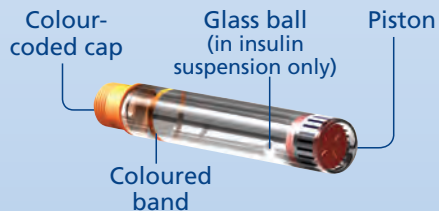
Units and hours of last injection



## NovoFine® 6 mm and 8 mm disposable needles



## Penfill® 3 ml insulin cartridge (example)



NovoPen Echo® should only be used with compatible products that will make the pen function safely and effectively. NovoPen Echo® is designed to be used with Penfill® 3 mL insulin cartridges and NovoFine® disposable needles. NovoPen®, Penfill® and NovoFine® are trademarks owned by Novo Nordisk A/S.

The CE mark on a medical device indicates that the product conforms with the provisions in the EC Directive for Medical Devices 93/42/EEC. NovoPen Echo® fulfils the specification limits for dose accuracy according to ISO 11608-1. Pen-Injectors for Medical use, Part 1: Requirements and test methods.

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**Important information before you start using your NovoPen Echo®:**

- Your pen is not recommended for blind or visually impaired users without the assistance of a person with normal eyesight trained to use the pen.
- If you use more than one type of insulin, you must use a separate pen for each type.
- In case you lose or damage your pen, always carry an alternative insulin delivery system and extra insulin of the same type(s) you use.
- Do not share your NovoPen Echo®, Penfill® cartridges and NovoFine® disposable needles with anyone.
- Keep your pen, Penfill® cartridges and NovoFine® needles out of reach of others.
- If you suspect that the dose memory displays incorrect details, e.g. if you have handled the pen differently than intended, always check your blood glucose level before you select the dose for your next injection.

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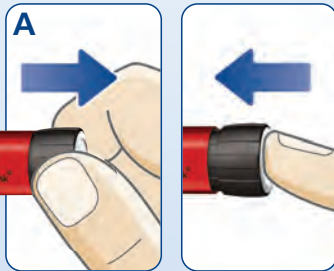
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## 2 Dose memory



Example of 10.5 units injected  
three to four hours ago

### Dose memory

Your NovoPen Echo® has a special dose memory that helps you remember the number of units of your last injection and the time passed since then.

To check these details, simply pull out the dose button, then push it back in, see illustration A.

First, all segments of the dose memory are marked to confirm that it is working, see illustration B.

Then the dose memory will display:

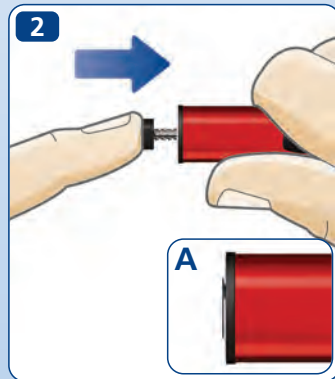
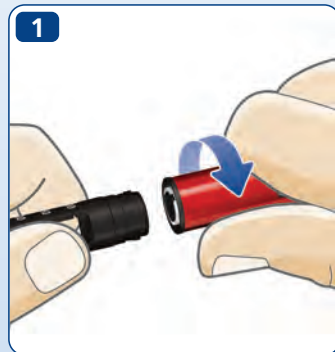
- the dose of your last injection in half-unit increments between 0.5 and 30 units.
- the time passed since your last injection in clockwise, one-hour segments. For each hour passed, a segment is marked, see illustration C. If 12 hours or more have passed, all 12 segments are marked.



Be careful not to turn the dose button when you check your last dose. If it is turned, simply turn it back to 0 before you push it in. Otherwise, you will overwrite the details of your last injection.

## Preparing your NovoPen Echo®

- 1 Pull off the pen cap. Twist your pen apart.
- 2 If the piston rod sticks out of your pen, push it completely in until it stops, see illustration A.



When you remove a used Penfill® cartridge, the piston rod may move back and forth on its own. This is normal.

## 4 Preparing your NovoPen Echo®

3



Example



- 3 Take a new Penfill® cartridge and make sure it contains the correct type of insulin.

The Penfill® cartridge has a colour-coded cap and band. The colour is connected to a unique type of insulin. The colour in the illustration is only an example.

Check that the Penfill® cartridge is not damaged, eg by fissures. See the leaflet in the Penfill® cartridge pack on how to check this.

4



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


- 5** Push your pen together and twist it until you hear or feel a click.

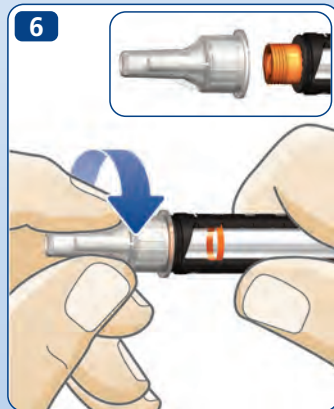
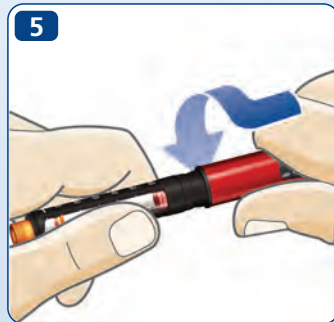
**Before each injection, check the Penfill® cartridge:**

If it contains an insulin suspension (cloudy-looking insulin), you must always resuspend it. See the leaflet in the Penfill® cartridge pack on how to do this.

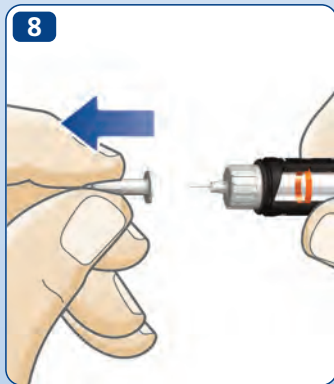
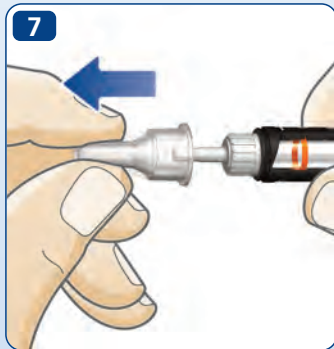
- 6** Remove the paper tab from a new disposable needle, and screw it straight onto the colour-coded cap. Make sure the needle is on tight.

---

 Always use a new disposable needle for each injection to prevent contamination.



## 6 Preparing your NovoPen Echo®



- 7 Pull off the outer needle cap and save it.

After injection, you will need it to safely remove the needle from the pen.

- 8 Carefully pull off the inner needle cap and throw it away. A drop of insulin may appear at the needle tip. This is normal.

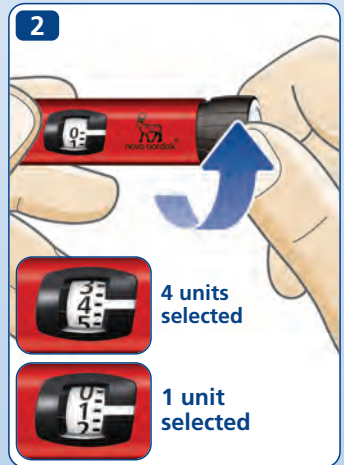


Never put the inner needle cap back on when you have removed it. This way you reduce the risk of hurting yourself with the needle. Do **not** bend or damage the needle before use.

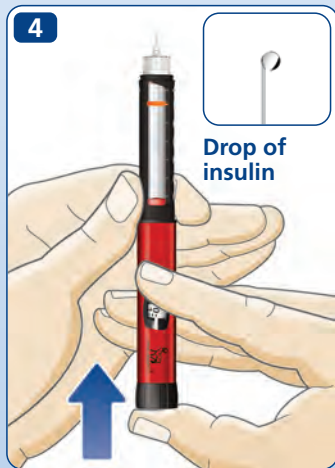
## Checking the insulin flow

Always check the insulin flow before each injection. Make sure that a needle is attached.

- 1 Pull out the dose button, if it is not already out.
- 2 Turn the dose button to select:
  - 4 units with a new Penfill® cartridge.
  - 1 unit with a Penfill® cartridge already in use.



## 8 Checking the insulin flow



- 3 Hold your pen with the needle pointing up.

Tap the cartridge holder gently a few times to let any air bubbles rise to the top of the Penfill® cartridge.

- 4 Keep the needle pointing up, and press the dose button until the figure 0 in the display lines up with the dose indicator and you hear or feel a click.

Repeat steps 1 to 4 until a drop appears at the needle tip.

If no drop appears, change the needle and check the insulin flow again until a drop of insulin appears.



It is very important that a drop of insulin appears at the needle tip before you inject. Otherwise you may **not** receive your full insulin dose.

## Selecting your dose

- 1 Pull out the dose button, if it is not already out.
- 2 Select your dose by turning the dose button until the right dose lines up with the dose indicator. Half units are shown as lines between the figures.

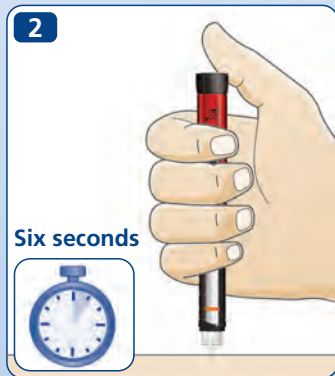
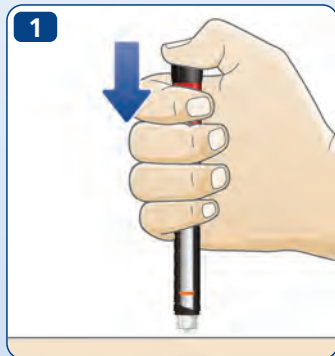
If you select a wrong dose, simply change it by turning the dose button back or forth.

You cannot select a dose larger than 30 units. If you need more than 30 units, simply divide your dose into two injections, see pages 14 to 15.

If you need more than 30 units, you may choose to use another Novo Nordisk insulin delivery device with one-unit increments and a higher maximum dose.



## 10 Injecting your dose



### Injecting your dose

Insert the needle into your skin as your doctor or nurse has instructed you.

- 1 To inject your insulin, press the dose button until the figure 0 in the display lines up with the dose indicator and you hear or feel a click.
- 2 Leave the needle under your skin for at least **six seconds**. This is to make sure that you receive your full dose.



Always **press** the dose button to inject insulin. **Turning** the dose button will **not** inject insulin.

- 3** Remove the needle from the skin. After that, a drop of insulin may appear at the needle tip. This is normal and has no effect on the delivered dose.

Right after injecting your dose, its size will be displayed in the dose memory for ten seconds and then saved until your next injection (or insulin flow check).

To check the details of your last injection again later, see page 2.

- !** Always remove the used needle after each injection and store the pen without a needle attached. This prevents contamination, infection and leakage of insulin, and will ensure accurate dosing.

**3**

Example of  
5.0 units  
injected (less  
than one  
hour ago)



## 12 Injecting your dose



- 4 Put the outer needle cap back on carefully without touching the needle. Unscrew the needle and throw it away as your doctor or nurse has instructed you.

**Do not put the inner needle cap back on before unscrewing the needle.**

- 5 Always put the pen cap back on after every use.



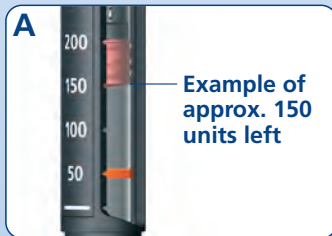
Caregivers should be most careful when handling used needles to avoid hurting themselves.

## How much insulin is left in your pen?

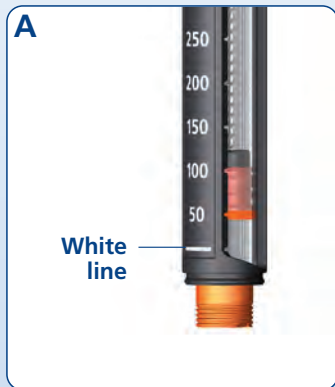
If there are less than 30 units left in the Penfill® cartridge, you can check the **exact** number of units left. To do this:

- 1 Pull out the dose button, if it is not already out.
- 2 Turn the dose button until it stops. The number of units left lines up with the dose indicator. Do **not** force the dose button to turn as this may damage your pen.

Do **not** use the cartridge scale to measure your dose. The cartridge scale cannot show you the exact number of units left, but only gives you an indication, see illustration A.



## 14 When the Penfill® cartridge is almost empty



### When the Penfill® cartridge is almost empty

#### **Insulin suspension (cloudy-looking insulin):**

If you use an insulin suspension (cloudy-looking insulin), always make sure that there is enough space below the piston to resuspend the insulin. Make sure that the piston is above the white line on the cartridge holder, see illustration A. If the piston is below the white line, replace the used Penfill® cartridge with a new one, see page 16.

If you need more insulin units than are left in the Penfill® cartridge, you have two options:

- divide your dose into two injections.
- inject the full dose with a new Penfill® cartridge.

**To divide your dose into two injections:**

- pull out the dose button, if it is not already out.
- turn the dose button until it stops. If it stops where the dose indicator points between two lines in the display, adjust to the lower.
- inject the insulin left in the Penfill® cartridge.
- check your last injection in the dose memory, and calculate how many extra units you need to complete your dose.
- remove the used Penfill® cartridge.
- insert a new Penfill® cartridge and prepare for a new injection.
- select and inject the number of units you need to complete your dose.

**To inject the full dose with a new Penfill® cartridge:**

- remove the used Penfill® cartridge.
- insert a new Penfill® cartridge and prepare for a new injection.

If you divide your dose into two injections, the dose memory will only save information about the last injection.

## 16 Replacing a used Penfill® cartridge



### Replacing a used Penfill® cartridge




- 1 Carefully unscrew the needle from your pen and throw the needle away as your doctor or nurse has instructed you.
- 2 Twist your pen apart.
- 3 Remove the used Penfill® cartridge and throw it away as your doctor or nurse has instructed you.

To prepare a new injection, see pages 3 to 8.

When you remove the Penfill® cartridge, the piston rod may move back or forth on its own. This is normal.

## Dose memory messages

Here you will find explanations to some of the messages shown in the dose memory.

Dose memory	Meaning	Action
	<b>The dose memory is not activated, or the battery is flat.</b>	To activate the dose memory, pull out the dose button and push it back in again. If the dose memory stays blank, the battery is flat; but you can still use your pen for insulin delivery without using the dose memory.
	<b>The pen has been used in a way that it cannot register.</b>	The dose memory will start working again after your next injection. If you are not sure how many units of insulin you have injected, consider checking your blood glucose before you decide the size of your next dose.
	<b>The battery is running low.</b>	After some time the dose memory will turn totally blank and stop working. You cannot change the battery, but still use your pen for insulin delivery without the dose memory.

## What to do if....

Here you will find answers to questions that you may ask when you use your pen.

### Question

### Answer

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**Why does no drop of insulin appear at the needle tip when I check the insulin flow?**

**The needle may be blocked.**

- Screw on a new needle, see pages 5 to 6.
  - Check the insulin flow until a drop of insulin appears at the needle tip, see pages 7 to 8.
- 

**Why can I not turn the dose button when I try to select a dose?**

**You have not pulled the dose button out before turning it.**  
Pull out the dose button and then turn it to select your dose, see page 9.

or

**The Penfill® cartridge is empty.**

- Insert a new Penfill® cartridge, see pages 4 to 5.
- Check the insulin flow, see pages 7 to 8.
- Select your dose and inject, see pages 9 to 12.

**Question****Answer**

**When I try to select a dose – why does the dose button stop before I have selected the number of units I want to inject?**

**You are trying to select more units than are left in the Penfill® cartridge.**

If you need a larger dose, see pages 14 to 15.

**or**

**You are trying to select a dose larger than 30 units.**

If you need more than 30 units, divide your dose into two injections, see page 9.

If your pen still does not work after you have tried these solutions, your pen may be broken. Do not use it and contact your supplier.

**Why do I pull the pen apart when I try to remove the pen cap?**

**You may have tried to twist the pen together with the cartridge holder and Penfill® cartridge in the pen cap.**

- Remove the cartridge holder and Penfill® cartridge from the pen cap.
- Put the Penfill® cartridge into the cartridge holder and twist your pen together, see page 4 and 5.

**Question**

**Answer**

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**Why does the dose button sometimes jump out on its own before I pull it out?**

**This is normal and has no effect on the use of your pen.**

---

**Why does the pen not deliver any insulin when I turn the dose button to inject?**

**Turning the dose button will not deliver insulin.** You have to press the dose button to inject.

---

**Why does the piston rod not come out when I press the dose button?**

**The piston rod will not come out unless the cartridge holder (with a Penfill® cartridge) is attached, a dose is selected and the dose button is pressed in.**

**Question****Answer**

**When I inject – why does the dose button stop before the figure 0 in the display lines up with the dose indicator?**

**The needle may be blocked and you have not received your full dose.**

Inject the remaining number of units with a new needle:

- remove the needle from the skin.
- carefully unscrew the needle from your pen, see page 12.
- make a note of the figure that lines up with the dose indicator. This is the number of units you still need to inject.
- turn the dose button until the figure 0 in the display lines up with the dose indicator.
- put on a new needle and check the insulin flow, see pages 5 to 8.
- turn the dose button to select the number of units that you made a note of and inject, see pages 9 to 12.

If you are not sure whether you have received your full dose, you should check your blood glucose level more frequently.

## Question

## Answer

What should I do if my pen has been dropped or knocked against a hard surface, or if I am not sure that it is working properly?

Run a function check:

- check that the Penfill® cartridge is not damaged. See the leaflet in the Penfill® cartridge pack on how to do this.
- make sure that your pen is screwed properly together, see page 5.
- attach a new NovoFine® disposable needle, see pages 5 to 6.
- check the insulin flow, see pages 7 to 8.
- put the outer needle cap back on the needle, see page 12.
- select 20 units.
- press the dose button until the figure 0 in the display lines up with the dose indicator. The insulin should fill the lower part of the outer needle cap as illustrated.

If your pen has released too much or too little insulin, repeat the function check. Remember to use a new NovoFine® needle.

If your pen still releases too much or too little insulin, your pen may be broken. Do **not** use it and contact your supplier.



## Caring for your NovoPen Echo®

### Handling

Your pen is designed to work accurately and safely, but you must still take good care of it.

- Only use your pen as described in this manual.
- Handle it with care and do not drop it or knock it against hard surfaces.
- Clean it with a soft cloth moistened with a mild detergent. If you get insulin on your pen, clean it off right away.
- Do not try to wash, soak or lubricate your pen as this may damage it.
- Keep it away from direct sunlight, water, dust and dirt.
- Do not expose your pen (without cartridge) to temperatures below -25 °C.
- Do not try to repair a broken pen
- The battery lasts for four to five years and cannot be replaced.

When the battery dies and dose memory no longer functions, contact your supplier to get a new pen.

### Storage

When a Penfill® cartridge is inserted in the cartridge holder, store your pen at room temperature. See the leaflet in the Penfill® cartridge pack on how to store the cartridges and how long to keep them.

Keep your pen in its case when possible. In the case you can also store:

- an extra pen.
- an extra Penfill® cartridge (in its blister pack).
- extra disposable needles.



## Warranty

The manufacturer cannot be held responsible for any problems with your pen, if the instructions have not been followed.

If your pen is broken, Novo Nordisk A/S will replace it within three years of purchase. Return it to your supplier with the receipt attached for inspection.

If you need your pen's LOT number, it is placed on the dose button as shown in the diagram inside the cover.

## Disposal

Your pen contains a lithium battery and electronic parts, so you should not throw it out with your household waste, but do so in a safe and environmentally correct way:

- remove the needle and Penfill® cartridge, and throw them away as your doctor or nurse has instructed you.
- throw your pen away as specified by your local authorities.



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For information contact:  
Novo Nordisk Canada Inc.  
Customer Care  
300-2680 Skymark Ave.  
Mississauga, ON L4W 5L6  
1 800 465 4334 or

[www.novonordisk.ca](http://www.novonordisk.ca)

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2880 Bagsværd, Denmark

8-4251-32-001-1



# NovoPen Echo®

## Quick guide

**Important:**  
For detailed instructions  
– see your user manual



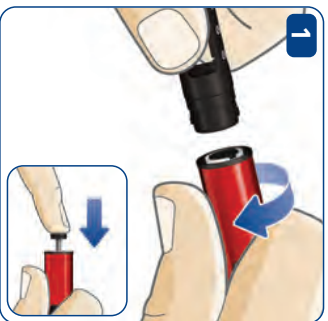
## NovoFine® 6 mm and 8 mm disposable needles



## Dose memory



Example of 10.5 units injected  
three to four hours ago



1

## Preparing your NovoPen Echo®

Pull off the pen cap. Twist your pen apart.

If the piston rod sticks out of your pen, push it completely in until it stops.



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



**Push** your pen together and twist it until you hear or feel a click. If the Penfill® cartridge contains an insulin suspension (cloudy-looking insulin), always resuspend it before use. See the leaflet in the Penfill® cartridge pack.

Screw on a new disposable needle.  
Pull off the outer and inner needle caps.



### Checking the insulin flow

Always check the insulin flow before each injection. Make sure that a needle is attached.

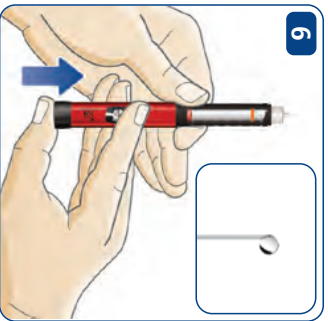
Pull out the dose button, if it is not already out, and turn it to select:

- 4 units with a new Penfill® cartridge.
- 1 unit with a Penfill® cartridge already in use.



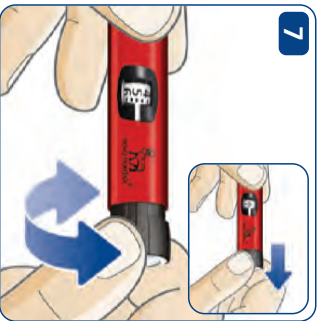
Hold your pen with the needle pointing up.

Tap the cartridge holder gently a few times to let any air bubbles rise to the top of the Penfill® cartridge.



Keep the needle pointing up, and press the dose button until the figure 0 in the display lines up with the dose indicator and you hear or feel a click.

Repeat steps 4 to 6 until a drop appears at the needle tip. If no drop appears, change the needle and check the insulin flow again until a drop of insulin appears.



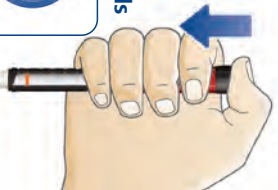
### Selecting your dose

Pull out the dose button, if it is not already out, and turn it until the right dose lines up with the dose indicator.

If you select a wrong dose, simply change it by turning the dose button back or forth.

8

Six seconds



## Injecting your dose

To inject, press the dose button until the figure 0 in the display lines up with the dose indicator and you hear or feel a click. Leave the needle under your skin for at least **six seconds**. Remove the needle from the skin.

Put the outer needle cap back onto the needle, screw it off and throw it away. Put the pen cap back on.

9



## Checking the dose memory

To activate the dose memory at the end of the dose button, pull out the dose button, if it is not already out, and push it back in.

10



Example of 5.0 units injected  
(less than one hour ago)

Now, the dose memory shows the number of units of your last injection and the time passed since that injection.