

# NovoPen® Junior

## Instruction Manual

Read this carefully  
before you use  
NovoPen® Junior.



## Introduction

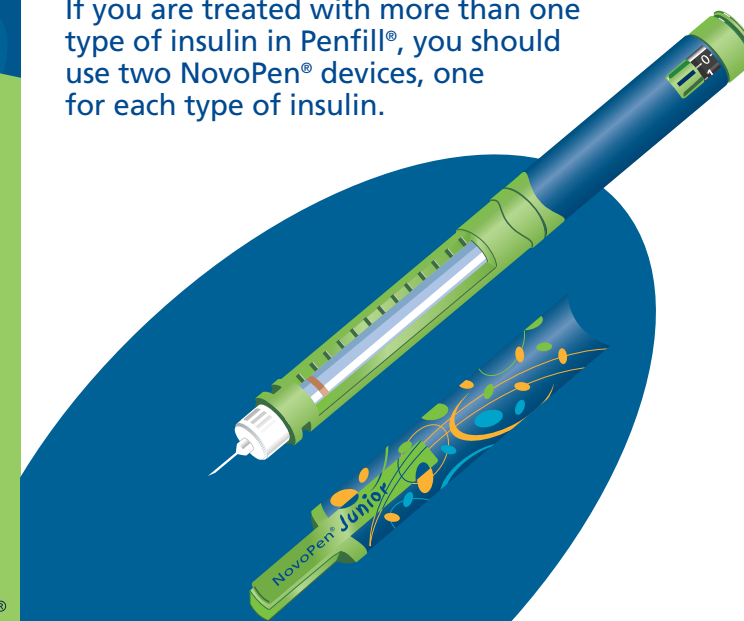
The use of NovoPen® Junior is a modern way of injecting insulin. It is accurate and easy to use. You can dial doses in half units from 1-35 units. NovoPen® Junior is designed to be used with Penfill® 3 ml and NovoFine® needles.

This booklet contains instructions for using, storing and cleaning your pen. Please follow them carefully. You should read these instructions even if you have used NovoPen® Junior before.

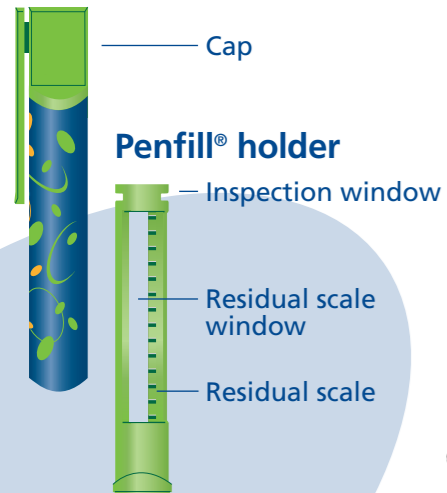
Please note that this booklet covers all colour versions of NovoPen® Junior.

Always check that the Penfill® you use contains the correct type of insulin.

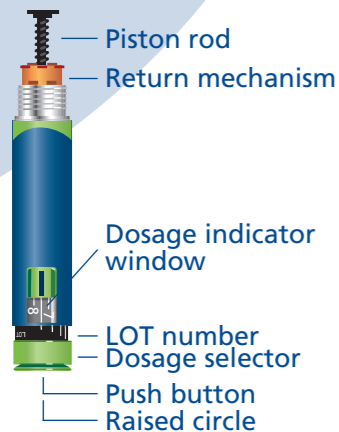
If you are treated with more than one type of insulin in Penfill®, you should use two NovoPen® devices, one for each type of insulin.



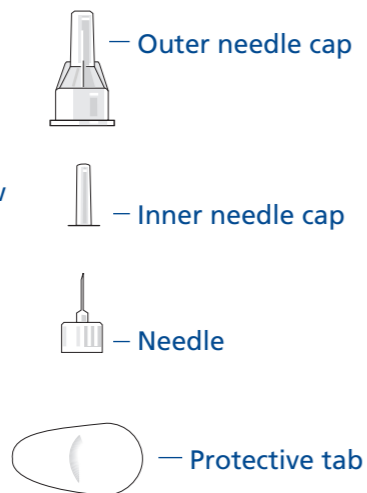
## NovoPen® Junior



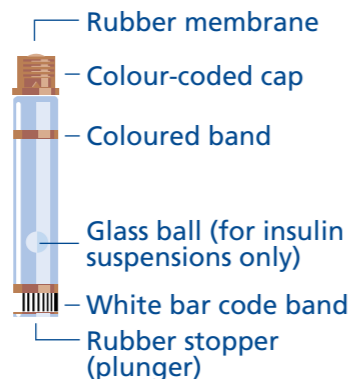
## Mechanical section



## NovoFine®



## Penfill®



## NovoPen® Junior

**Novo Nordisk A/S**  
2880 Bagsvaerd  
Denmark

NovoPen® Junior insulin pen should only be used in combination with products that are compatible therewith and allow the pen to function safely and effectively.

Penfill® cartridges and NovoFine® needles are designed to be used with NovoPen® Junior insulin pen.

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® Junior fulfils the specification limits for dose accuracy according to ISO/FDIS 11608-1 Pen-Injectors for Medical use, Part 1: Requirements and test methods.

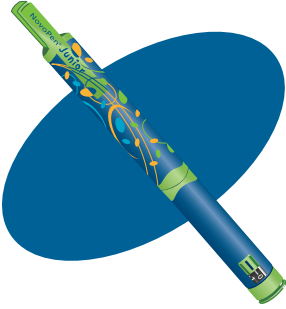
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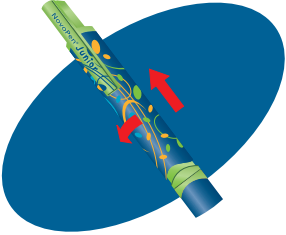
← Look at the diagram inside the front cover for the names of the different parts of NovoPen® Junior. You can unfold the diagram to help you while you follow the instructions.

## Assembly

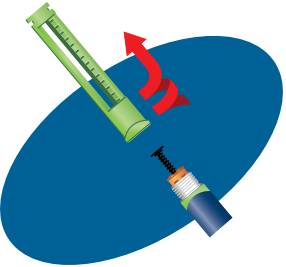
- 1 Take NovoPen® Junior out of its case.



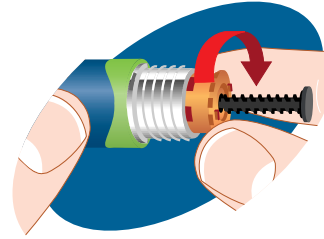
- 2 Twist and pull off the cap.



- 3 Unscrew the Penfill® holder.



- 4 Then turn the return mechanism to the right until the piston rod is completely inside it. Never push the piston rod back.

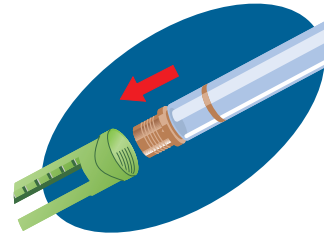


### Important:

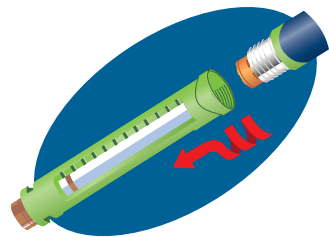
Always reset the piston rod before inserting a new Penfill®. Never load a partially filled Penfill®.

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

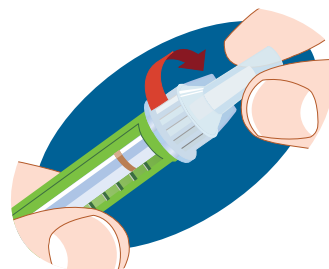
- check that Penfill® is intact (e.g. no fissures).
- resuspend the insulin, if Penfill® contains an insulin suspension (cloudy insulin).



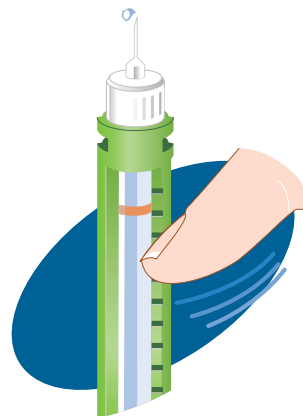
Insert Penfill® into the Penfill® holder. The colour-coded cap goes in first.



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



- 7** Take the protective tab off a NovoFine® needle and screw the needle tightly onto the colour-coded cap.  
Pull off the outer and inner needle caps.  
Do not bend or damage the needle before use.



## Priming NovoPen® Junior

- 8** Always prime NovoPen® Junior to ensure the insulin flow 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 NovoPen® Junior:  
Check that the dose selector is set at zero.

Dial 2 units.

Hold NovoPen® Junior with the needle upwards and tap the Penfill® holder gently with your finger a few times.

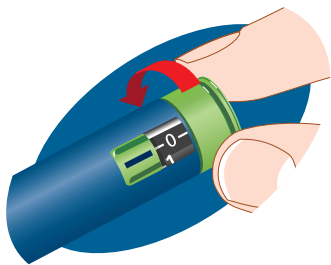
Press the push button right in.

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.

## Choosing your dose



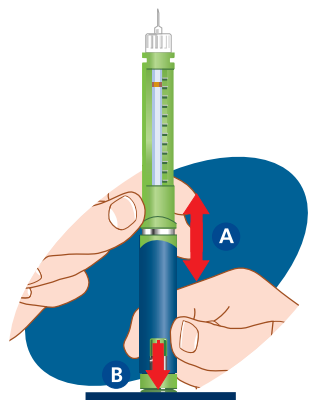
- 9** Check that the dosage selector is set at zero. If not, press the push button right in.

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.

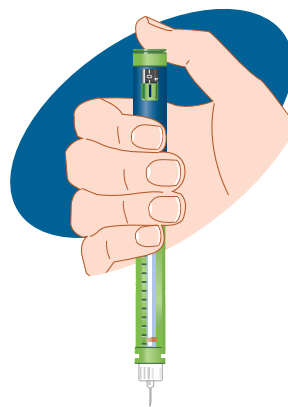
Dial the number of units you need to inject.

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 apart, as shown in the picture **A** . While holding them apart, press the push button back to 0 against a hard surface and release your grip **B** . You can now dial the correct number of units.

## Making the injection



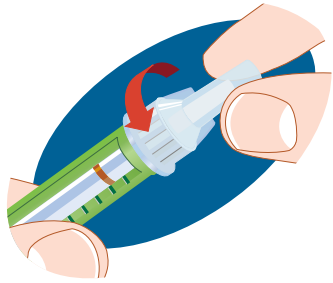
- 11** Use the injection technique your doctor has shown you.

To inject, press the push button as far as it will go.

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 dosage indicator window. You must always check this after you have made the injection.

**Important:** Never turn the dosage selector to inject the insulin.

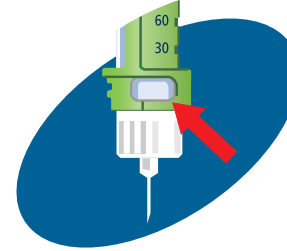


- 12** After the injection, put the outer needle cap on and unscrew the needle.

Discard the needle carefully.

Replace the pen cap.

Health care professionals, relatives and other carers should follow general precautionary measures for removal and disposal of needles to eliminate the risk of unintended needle penetration.



### 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 piston 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®. However, if there is not enough insulin for the whole dose, you will be able to see the number of units you still need to inject in the dosage indicator window. Make a note of this number, change Penfill® (see point 15), prime (see point 8), dial the remaining dose and inject.

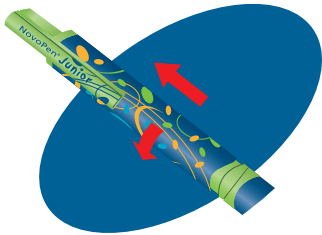
### Following injections

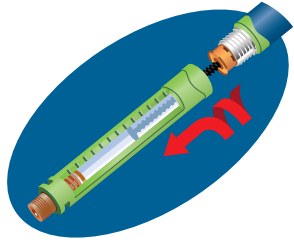
- 13** Twist and pull off the pen cap.

Check that NovoPen® Junior contains the type of insulin, you want to inject.

If Penfill® does not contain an insulin suspension (cloudy insulin), follow points 7-12.

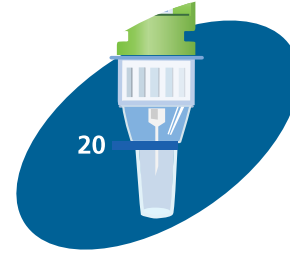
Otherwise follow the instructions given in the package insert supplied with the insulin.





## Changing Penfill®

- 15** Unscrew the Penfill® holder.  
Press the push button to set the dosage 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 NovoPen® Junior is not working properly, follow this procedure:
- Check that the mechanical section and the Penfill® holder are screwed tightly together.
  - Screw on a new NovoFine® needle as described in point 7.
  - Prime NovoPen® 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. If it happens again, do not use the pen. Contact your supplier. Do not try to repair a faulty NovoPen® Junior.
- Never use NovoPen® Junior unless you are sure that it is working properly.

## Important notes

- With NovoPen® Junior you can dial doses in half units. A raised circle on the push button makes it easy for you to know your NovoPen® Junior from the ordinary NovoPen® 3.
- NovoPen® Junior must be handled with care, do not drop it and avoid knocking it against hard surfaces.
- Protect NovoPen® Junior against dust and dirt when it is not in its case.
- Make sure that the piston rod is completely inside the return mechanism before you screw together the mechanical section and the Penfill® holder (see point 4).
- Always screw the mechanical section and the Penfill® holder tightly together.
- Always prime to expell air with the needle pointing upwards before each injection (see point 8).
- The coloured band on Penfill® tells you which type of insulin 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 dosage indicator window reads 0. If not, see point 14.
- Do not initiate injection of an insulin suspension (cloudy insulin) if the rubber piston can be seen in the small inspection window.
- Do not use the residual scale to measure the amount of insulin to be injected.
- Take the needle off NovoPen® Junior immediately after each injection. If you do not remove it, 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 NovoPen® Junior, Penfill® and NovoFine® out of reach of other children.
- Your NovoPen® Junior is for use by one person only.

## What do I do if...

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

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### No insulin appears when I try to prime NovoPen® Junior?

Check that your NovoPen® Junior was put together correctly when you changed Penfill®. Make sure that the piston rod is completely inside the return mechanism. Also make sure that the mechanical section and the Penfill® holder are screwed tightly 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 NovoPen® Junior and the push button will not go in?

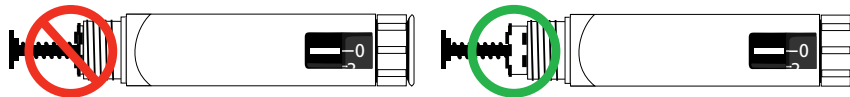
The needle may be blocked. Change the needle and prime until insulin appears at the needle tip. Check if Penfill® is empty.

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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 dosage 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 dosage 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 to the right until the piston rod is completely inside it. See the picture above. Finally carry out the function check described in point 16.

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### I think that my NovoPen® Junior is not 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 NovoPen® Junior unless you are sure that it is working properly.

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## How to store and look after your NovoPen® Junior

### Storage and maintenance

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

### Cleaning

- You can clean your NovoPen® Junior by wiping it with cotton wool moistened with a mild detergent. Do not immerse NovoPen® 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 NovoPen® Junior gets lost or damaged.
- Do not try to repair a faulty NovoPen® Junior.
- NovoPen® 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 equipment if instructions are not followed.
- Novo Nordisk will replace a NovoPen® Junior if:
  - you return the pen to your supplier within a year of getting it,
  - you enclose any documents you were given when you got the pen, and
  - Novo Nordisk can inspect the pen and confirm that it is faulty.

## Using NovoPen® Junior with PenMate®

NovoPen® 3 PenMate® is an accessory which helps to insert the needle.

When using NovoPen® Junior with NovoPen® 3 PenMate®, you should follow the instruction manual that is included with your NovoPen® 3 PenMate® except for the instructions on choosing the dose on page 6.

To choose the dose you must follow the instructions on page 6 of this manual.