

# Getting Started with the MiniMed™ 640G Insulin Pump

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let's get started!

# Getting Started with the MiniMed<sup>™</sup> 640G Insulin Pump

Welcome! We are glad that you have chosen insulin pump therapy and are excited for you to begin using your insulin pump.

Whether you've chosen pump therapy because of its convenience, the flexibility it provides, or to help improve your glucose control, your pump will be a valuable tool in helping to manage your diabetes.

This guide provides step-by-step instructions on the basic operation and programming of your pump.

Using your pump to complete each practice exercise will help you become comfortable with the basics and prepare you for your in-person training. The information is presented in an order that will build your skills and knowledge.

During your in-person training, your trainer will build on this information and help ensure you are confident to begin pump therapy.

Here are some quick tips to keep in mind as you work through this information:

- Be sure you are not attached to your insulin pump while you practice.
- It's okay if you make a mistake. If you press the wrong button, use the to go back to the previous screen and try again.
- If you do not touch a button for 15 seconds, the pump screen will turn dark. Press any button and the pump screen will return.
- Avoid the Reservoir & Tubing menu option as you practice. You will review these steps during your in-person training.

We hope you enjoy learning about your new insulin pump.



#### Did You Know?

A complete explanation of the technical and operational aspects of your pump can be found in the *MiniMed 640G*System User Guide.



#### Did You Know?

An interactive online version of this training is available at www.XXXXXXX.com



**IMPORTANT** Do NOT attach the insulin pump to your body or attempt to use insulin in your pump as you use this guide to practice and learn.

Attaching and using must only be done when you receive formal training with your healthcare professional or a certified product trainer.

# Pump Mechanics and the Delivery of Insulin

Before we begin, let's make sure you know how insulin is delivered when using an insulin pump. The parts that make up the pump's delivery system are the infusion set, the reservoir, and the pump.

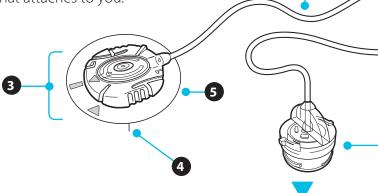
#### Infusion Set

The infusion set consists of tubing (1) that carries insulin from the pump to you. On one end of the tubing is the reservoir connector (2) that attaches to the reservoir which holds the insulin. On the other end is the insertion site section (3) that attaches to you.

The insertion site section has a small insertion needle that places a tiny flexible tube called a cannula (4) into your body\*\*. Once the infusion set is inserted, you remove the needle, leaving just the cannula behind. A small piece of adhesive (5) holds the infusion set in place.

# Infusion Set\*

- 1 Tubing
- 2 Reservoir Connector
- 3 Insertion Site Section
- 4 Cannula
- 5 Adhesive
- 6 Reservoir Compartment



#### Reservoir

The reservoir is similar to a syringe and holds 2- to 3-day supply of insulin. The reservoir fits into the pump's reservoir compartment (6). You will be replacing both the infusion set and the reservoir every 2 to 3 days.

# **Pump**

Inside the pump, at the bottom of the reservoir compartment, is a piston. The piston acts like the plunger rod on a syringe, pushing up on the bottom of the reservoir, moving insulin into the tubing, through the cannula, and into your body.

The piston is controlled by a mini computer inside the pump that's able to deliver insulin in very small doses, sometimes as small as 0.025 units. it must be rewound each time a newly filled reservoir is placed into the reservoir compartment.



Reservoir

Pump

<sup>\*</sup>Quick-set® infusion set shown in illustration.

<sup>\*\*</sup>Some infusion sets do not use a cannula but have a small needle that remains inserted in the body.

# **Section 1:** Pump Basics

Before inserting the battery or pressing any buttons, let's take a closer look at your pump.

Up

## The Front of Your Pump



- Press to scroll up or down through a menu or list
- Press to move to desired area on the screen
- Press to change the value in an area

# (A) Back

- Press to return to a previous screen
- Press and hold to return to the starting screen, called the Home screen

# O Select

- Press to select or confirm a value or menu option that is highlighted
- Press when directions say 'select'

# Menu

- Press to get to the Menu
- Press and hold to put pump into Sleep mode

#### **Notification Light**

• Flashes when an Alert or an Alarm is occurring

# The Bottom of Your Pump



#### **Medtronic Diabetes HelpLine Telephone Number**

For product assistance, call this number to be routed to your local support team.

# The Back of Your Pump



# **Pump Serial and Model Number**

You may need to provide these numbers if you call for assistance.



# **Attaching the Skins**

You have received skins to attach to the back of the pump and the front of the belt clip. You can find these with the accessories. In addition to personalizing the look of your pump, skins provide additional protection against surface scratches. Apply the skins using the instructions provided with them.

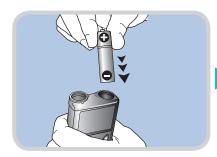


# **Inserting the Battery**

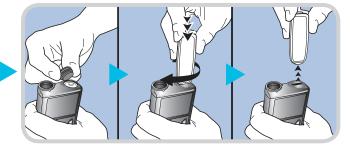
Your insulin pump is powered by a AA battery. A lithium, alkaline, or rechargeable AA battery can be used. The battery you place into your pump should always be new or fully charged.

To insert the battery and get started, you will need:

- The battery cap found with the pump
- The belt clip found with the accessories
- The AA battery found with the accessories



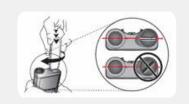
Step 1. Place the battery into the battery compartment with the negative (flat) end going in first.



Step 2. Place the battery cap onto the pump. Use the edge of the belt clip to turn the cap to the right (clockwise) and tighten until the slot is horizontal to the pump. See image below.



**Note:** Do not undertighten or try to overtighten the battery cap. It should be aligned horizontally with the pump case as shown here.



# Section 2: Startup Wizard

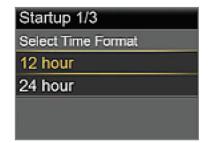


The pump will power on and Startup wizard will begin.

Always look for the item on the screen that is highlighted in yellow. This is the item that can be selected. Use  $\bigcirc$  and  $\bigcirc$  buttons to highlight the item you want to choose and press the  $\bigcirc$  button to select it.



Select English.



Select **12 Hour** (AM/PM) or press to **24 Hour** and press to . This example uses 12 hour.



The hour will be flashing.

Press ( ) ( ) to the correct hour and press ( ).

The minutes will be flashing.

Press ( ) ( ) to the correct minutes and press ( ).

The AM/PM will be flashing. Press ( ) ( ) if needed and press ( ).

Select **Next.** 



Select **Year**. Press to the correct year and press .

Select **Month**. Press  $\bigcirc$  / $\bigcirc$  to the correct month and press  $\bigcirc$ .

Select **Day**. Press  $\lozenge$  /  $\lozenge$  to the correct day and press  $\lozenge$ .

Select Next.



Wait a moment.



Select **OK**.

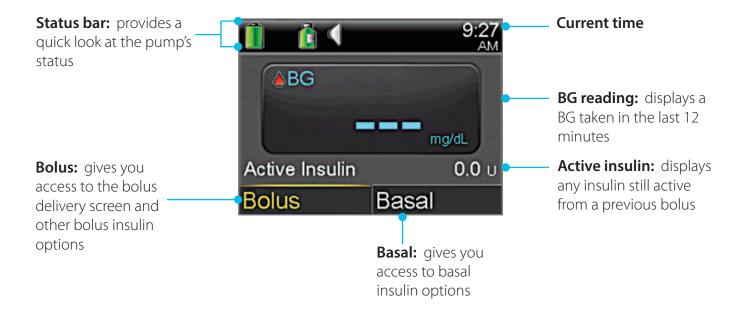
To scroll faster, press and hold the  $\bigcirc$  or  $\bigcirc$  button.

Once you reach the correct value or item, press (O) to select.

# **Section 3:** Home Screen

You are now on the Home screen. The Home screen will be your starting place to access all features in the pump.

The following information is displayed on the Home screen.



# **Backlight**

When you are not pressing buttons on your pump, you will notice that the Backlight will soon turn off. The pump is still on; it is just saving battery life. You can simply press any button to make the screen reappear.

# Keeping the screen on longer...

Margaret noticed when she wasn't pressing buttons on her pump, the screen would turn dark. This happens to save battery life. She soon learned she could simply press any button to turn the screen back on.

**Helpful Hint:** If the pump screen is going dark too quickly, the Backlight setting can be changed. You will learn how to do this on page 16.



# **Unlocking the Pump**

After the Backlight has been off for a few minutes, the pump goes into Sleep mode and the pump is locked. When you begin using your pump again, you will see a screen like the one shown here when you leave the Home screen. You will need to press the arrow key that is highlighted to unlock the pump. This confirms you are reading the screen and the button presses are not accidental.



If the wrong arrow key is pressed, you will see the screen here. Select **OK** to return to the Home screen and try again.



You can press and hold (a) if you wish to put the pump into Sleep mode and keep it locked when you are not using it. Doing this can also help save battery life.

#### **Status Bar**

The Status Bar displays the following icons so you can quickly view important information. When using your pump, you will see 3 of these icons.



**Battery icon:** Shows the level of charge your battery has. As the battery charge decreases, the icon will become less full and change to yellow and then red.



**Reservoir icon:** Shows the approximate amount of insulin left in your reservoir. As insulin is used, the icon will become less full and change to yellow and then red.



**Audio icon:** Shows the audio mode you are using: audio , vibrate , or audio and vibrate ,

#### **Status Screens**

There will be times when you need additional status information. For example, the Status Bar icon shows you if the insulin in your reservoir is getting low, but you may need to know exactly how many units are left. This additional status information can be found in the status screens.

1) Press on to highlight the **Status Bar** and press o.



2) If prompted, press the arrow key that appears to unlock the pump.



3) Press ○ to view Notifications or press ○ to highlight the status screen you wish to view and press ○.



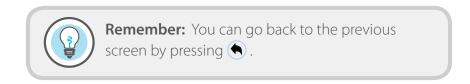
Here you can see the status information that can be found when you select each menu item:

**Notifications** - shows the name and times of alarms, alerts, messages, and reminders that you have received over the past 24 hours.

**Quick Status** - provides a current summary of pump information including the last bolus you delivered, the last BG entered, and your current basal rate.

**Pump** - provides detailed information about your pump, including the date you last changed the reservoir, and the number of units left in it.

**Settings Review** - displays the settings you have programmed into your pump.



# Section 4: Menu

Pressing the (a) button will take you to the **Menu.** 



There are 9 items listed on the Menu. Each menu item contains the features and functions that pertain to that menu item. You will find the items meant to be most quickly accessible closest to the top of the Menu.

#### **Scroll Bar**

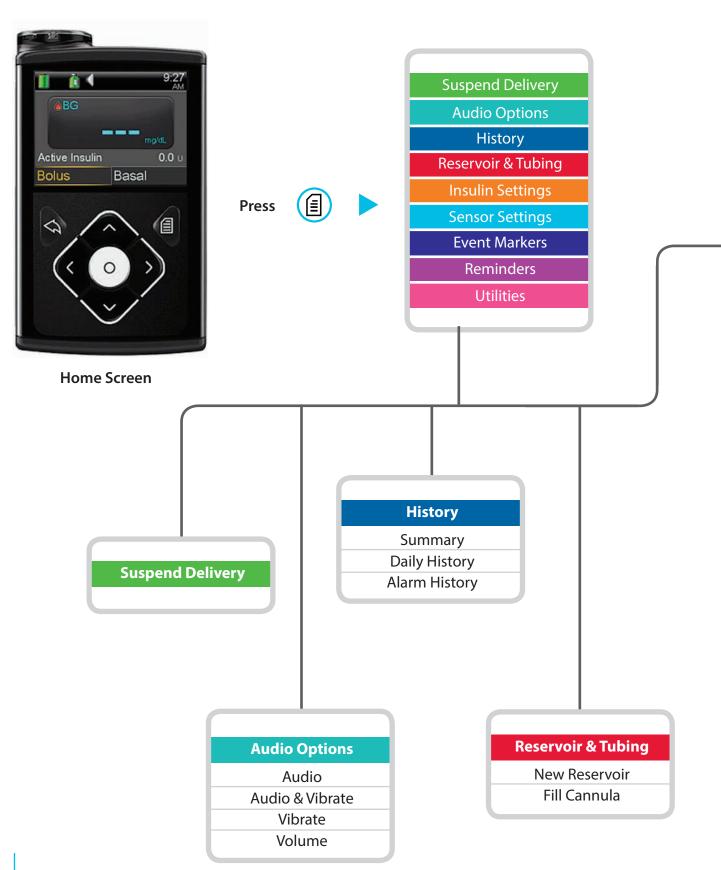
When a screen or menu has more than five lines of information, a **scroll bar** appears on the right side of the screen. Press or to scroll down and view the additional items.

On the following page, you will find a map of the basic menu. This shows you the options that you will find under each of the Menu items.



**Note:** You will not be using all of these options right away. We will focus on the ones that you will need to get started.

# Basic Menu Map:



# **Navigation**

Press from any screen to open the **Menu**.

Press ond to scroll through the menu items.

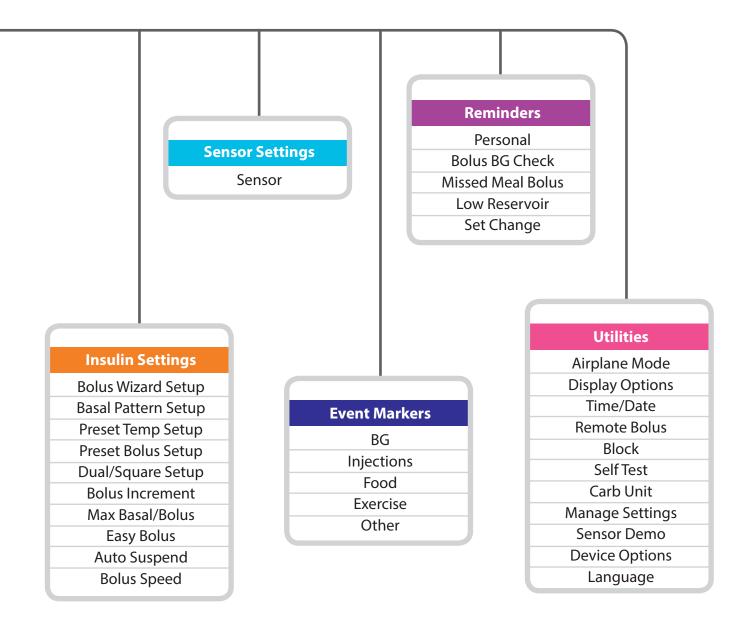
Press O on the desired menu item to open.

The scroll bar appears on menus to indicate when additional text is available.

Press ot o scroll down to view additional items.

Press oto scroll back up.

Press • to go to previous screen. Hold • to return to the **Home** screen.



# **Menu Options**

Here you see a brief summary of the information found within each menu item.

- **Suspend Delivery:** Lets you stop insulin delivery. This is commonly used when disconnecting to swim or bathe.
- **Audio Options:** Lets you choose audio, vibrate or both to inform you of alerts and notifications. You can also change the volume here.
- **History:** Shows information about recent insulin delivery, actions you performed on your pump, and alerts and alarms received. You can look back to previous days when necessary.
- Reservoir & Tubing: Contains steps to changing the reservoir and infusion set.
- **Insulin Settings:** Contains all features and settings that affect or change your pump's delivery of insulin. These settings help you to individualize the pump to meet your insulin needs.
- **Sensor Settings:** Contains all options related to sensor use. These are set when using continuous glucose monitoring.
- **Event Markers:** Lets you use your pump instead of a written log to record events such as taking an injection or exercising.
- **Reminders:** Lets you set the pump to remind you to do important routine activities such as checking BG and changing your infusion set.
- Utilities: Contains various other features and settings related to pump use.

# The Menu...

When Lisa first started on her pump, she didn't know if she could ever learn how to use all the features the pump had available. But, she just focused on the basics first, and then she started learning the additional features that she found helped her the most.

**Helpful hint:** Take some time to get comfortable with basics first. Then learning the additional features will be much easier and more fun to do.



# Section 5: Menu Options - A Closer Look

You are now ready to set a couple of the basic features within the Menu.

# **Audio Options**

You will use Audio Options to set pump to beep (Audio), beep and vibrate (Audio & Vibrate), or just vibrate (Vibrate). If you set Audio or Audio and Vibrate, you can also increase or decrease the Volume.



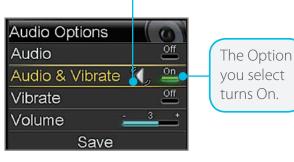
#### Let's Practice:

- 1) Press 📵 to open the Menu.
- 2) Press 😡 to **Audio Options** and press 🔘 .
- 3) Press  $\bigcirc$  to the option that you prefer and press  $\bigcirc$ .

If you choose Audio or Audio & Vibrate, you are able to adjust the volume.

- 4) Press  $\bigcirc$  to **Volume** and press  $\bigcirc$ .
- 5) Press ( or ) to desired volume and press ( ).
- 6) Select **Save.**

# The icon shown here will display on the Status Bar on the Home screen.



# **Display Options**

Display Options allows you choose the brightness of your pump screen. This is also where you go to change the amount of time your pump stays on before it goes into Power Save mode.



#### Let's Practice:

- 1) Press 📵 to open the Menu.
- 2) Press  $\bigcirc$  to **Utilities** and press  $\bigcirc$ .
- 3) Press  $\bigcirc$  to **Display Options** and press  $\bigcirc$ .

If you want to adjust the screen brightness:

- 4) Select **Brightness**.
- 5) Press ( to the setting you prefer and press ( ).

The Auto setting automatically adjusts the screen brightness to match your current environment.

To adjust the backlight:

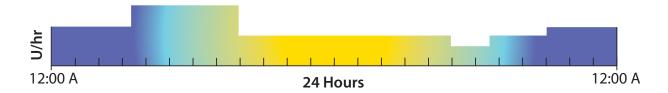
- 6) Select **Backlight**.
- 7) Press  $\bigcirc$  to the setting you prefer and press  $\bigcirc$ .
- 8) Select **Save.**



**Note:** How you adjust these settings can affect battery life. For instance, increasing the Backlight time will decrease the life of your battery.

# **Section 6:** Basal Patterns

Remember, your body needs insulin so glucose can be moved into your cells providing energy for your body. Insulin is needed 24 hours a day, even between meals and during the night. This is called basal insulin. The pump supplies basal insulin by delivering small amounts throughout each hour, every hour of the day and night. This allows for insulin to be increased and decreased to adjust for your body's needs.



Basal insulin amounts must be programmed into your pump. This is done by setting a basal pattern. A basal pattern consists of one or more basal rates being delivered over the course of 24 hours.

# Before her pump...

Lynn always had to remember to take her shot of long-acting insulin at bedtime. Taking it at the same time every night like her doctor asked her to was difficult. She is in college and some nights she would go to bed early, others she would be at the library until late studying. Now with her pump, she doesn't have to worry about taking a shot. She is getting her basal insulin automatically 24 hours a day.



# Basal Pattern Setup - One Basal Rate

Your healthcare professional will calculate the hourly basal rate or rates are best for you to use when you start on your pump. You may simply start with a basal pattern that has only one basal rate. The pump will deliver that exact basal amount evenly over each hour, 24 hours a day.

For example, if your starting basal rate is 1.0 unit, your pump would deliver one unit of insulin throughout each hour. This means you would receive a total of 24 units of basal insulin every 24 hours.

To set your Basal Patterns, you will need to go to the **Insulin Settings** menu option and then to Basal Pattern Setup. There are two ways to access **Insulin Settings**:

- 1) From the Home screen, select **Basal** and press  $\bigcirc$  to **Insulin Settings OR**
- 2) Press and press to Insulin Settings



# Let's Practice: Setting a Basal Pattern with one Basal Rate

Let's set a Basal pattern with a basal rate of 0.75 U/hr from 12:00A -12:00A

- 1) From the Home screen, select **Basal.**
- 2) Press  $\bigcirc$  to **Insulin Settings** and press  $\bigcirc$ .
- 3) Press  $\bigcirc$  to **Basal Pattern Setup** and press  $\bigcirc$  .
- 4) Select **Basal 1.**
- 5) Currently, the pump is delivering 0.000 U/hr. Select **Options.**
- 6) Select **Edit.**

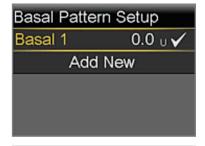
- 7) Press O on the time segment. The **End** time will be flashing. Since you are setting only one basal rate for all 24 hours, the End time does not need to be changed.
- 8) Press O.
- 9) Press 🔿 to 0.750 and press 🔘.
- 10) Select **Done.**
- 11) Verify that **Basal 1** is entered correctly.

If NO changes need to be made:

12) Select **Save.** 

*If changes need to be made:* 

- 12) Press **(**
- 13) Press O. Repeat Steps 8-11.
- 14) Select Save.



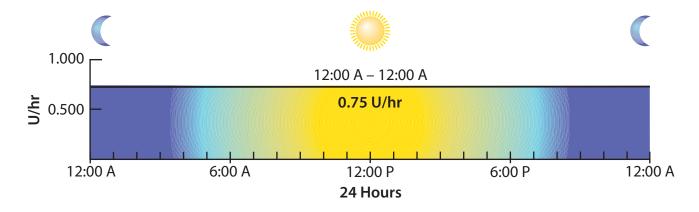








This basal rate amount entered, 0.750 U/hr in this example, will automatically be delivered throughout each hour continuously from one day to the next.



# **Basal Pattern Setup – Changing a Basal Rate**

If your glucose levels are running too high or too low, this basal amount may need to be changed.



# Let's Practice: Changing a Basal Rate

Change Basal 1 basal rate from 0.750 to .0.900 U/hr.

- 1) From the Home screen, select **Basal.**
- 2) Press  $\bigcirc$  to **Insulin Settings** and press  $\bigcirc$ .
- 3) Press to **Basal Pattern Setup** and press O.
- 4) Select **Basal 1.**
- 5) Select **Options.**
- 6) Select **Edit.**
- 7) Press O on the time segment.
- 8) Select **End** time.
- 9) Press to change 0.750 to 0.900.
- 10) Select **Done.**
- 11) Verify that **Basal 1** is entered correctly.
- 12) Select Save.

# Basal Pattern Setup - Multiple Basal Rates

After you start using your insulin pump, your glucose readings will help you and your healthcare professional determine if your basal pattern needs to be changed. Not only might you need to increase or decrease your current rate, you may also need to add basal rates to give you different amounts of basal insulin during certain parts of the day or night.

# Having more than one basal rate...

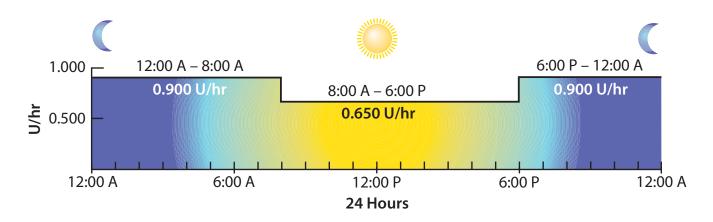
When Jessica was taking shots, her BG readings were always high in the morning. If she increased her nighttime insulin, then she would have low BGs later in the day. Now that she has her pump, it is set to deliver more insulin in the early morning so her BGs aren't high when she wakes up, and less insulin later in the day when she doesn't need as much.

**Helpful hint:** Most people need more than one basal rate to get the best control with their pump. Work with your healthcare professional to get your basal rates adjusted correctly when you start on pump therapy.



For example, your healthcare professional has reviewed your BG readings and has determined that this basal rate works well part of the day, but that you need a lower basal rate, 0.650 U/hr, between the hours of 8:00A and 6:00P.

Your basal pattern would look like this:



Now, let's make the changes to your basal pattern.

# Getting Started | Basal Patterns



# Let's Practice: Setting Multiple Basal Rates

- 1) From the Home screen, select **Basal**.
- 2) Press  $\bigcirc$  to **Insulin Settings** and press  $\bigcirc$ .
- 3) Press oto Basal Pattern Setup and press o.
- 4) Select **Basal 1.**
- 5) Select **Options.**
- 6) Select **Edit.**
- 7) Press O on the time segment.



The 0.900 basal rate will now need to end at 8:00A since this is the time that your basal rate needs to decrease.

- 8) Press 🔿 to 8:00A and press 🔘.
- 9) Press O again as this basal rate will stay the same.

You can see you are automatically asked to enter the end time of the second basal rate. This basal rate will need to end at 6:00p and will need to be changed to 0.065.

- 10) Press O to change **End** time.
- 11) Press oto 6:00p and press o.
- 12) Press 🔿 to 0.650 and press 🔘.

You can now enter the next end time. You will need to enter 12:00A to complete the full 24 hours.

- 13) Press O to change **End** time.
- 14) Press oto 12:00A and press o.
- 15) Press 🔿 to 0.900 and press 🔘.
- 16) Select **Done**.
- 17) Verify that **Basal 1** is entered correctly. Press  $\bigcirc$  to view all basal rates.
- 18) Select **Save**.



Edit Basal 1					
Start	End	U/hr			
12:00 A	8:00 A	0.900			
8:00 A	6:00₽	0.650			
6:00₽	6:30₽				
	Done				

Edit Basal 1					
Start	End	U/hr			
12:00 A	8:00 A	0.900			
8:00 A	6:00₽	0.650			
6:00₽	12:00 A	0.900			
Done					



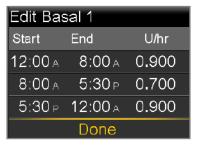
scroll bar



# Let's Practice: Changing Multiple Basal Rates

Now change the 8:00A to 6:00P basal rate to 8:00A to 5:30P and change to 0.700 U/hr.

- 1) From the Home screen, select **Basal**.
- 2) Press oto Insulin Settings and press o.
- 3) Press  $\bigcirc$  to **Basal Pattern Setup** and press  $\bigcirc$ .
- 4) Select **Basal 1.**
- 5) Select **Options.**
- 6) Select **Edit.**
- 7) Press  $\bigcirc$  to the 8:00A to 6:00P time segment and press  $\bigcirc$ .
- 8) Press  $\bigcirc$  to 5:30p and press  $\bigcirc$ .
- 9) Press to 0.700 and press O. Notice the start time of the 3rd time segment changed to 5:30p.
- 10) Press O to change **End** time.
- 11) Press ot 12:00A and press o.
- 12) Press **(O)** to 0.900 and press **(O)**.
- 13) Select **Done**.
- 14) Verify that **Basal 1** is entered correctly. Press  $\bigcirc$  to view all basal rates.
- 15) Select **Save.**







# **Basal Pattern Setup – Removing Basal Rates**

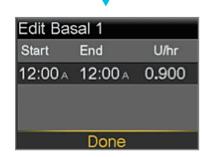
There may be times when you have basal rates entered that need to be removed. This is done by simply changing the end time of the last basal rate that you need to 12:00A.



### Let's Practice: Removing Basal Rates

- 1) From the Home screen, select **Basal**.
- 2) Press  $\bigcirc$  to **Insulin Settings** and press  $\bigcirc$ .
- 3) Press  $\bigcirc$  to **Basal Pattern Setup** and press  $\bigcirc$ .
- 4) Select **Basal 1.**
- 5) Select **Options.**
- 6) Select **Edit.**
- 7) Press O on the time segment.
- 8) Press  $\bigcirc$  to 12:00A and press  $\bigcirc$ .
- 9) Press O. Notice that all other basal rates have been removed.
- 10) Select **Done**.
- 11) Verify that **Basal 1** is entered correctly. Press to view all basal rates.
- 12) Select Save.





# **Section 7:** Giving Boluses

A bolus is given for two reasons: to cover food that contains carbohydrate or to correct glucose levels that are above your target range. Giving a bolus will be one of the most common things you do with your pump. Instead of having to take shots at meals, or between meals if your glucose is too high, you can program your pump to give the insulin. When using the pump, you are able to give precise bolus amounts.

# Giving a bolus...

Susie finds it easier to bolus on her pump than it was to give an injection at her meals. When she went out to eat, she would sometimes forget to take her insulin along. Now it is always with her.



# **Giving a Manual Bolus**

When giving a manual bolus, you simply enter the amount of bolus insulin that you think you need for the carbohyrates you are eating, or to lower your BG if it is high.

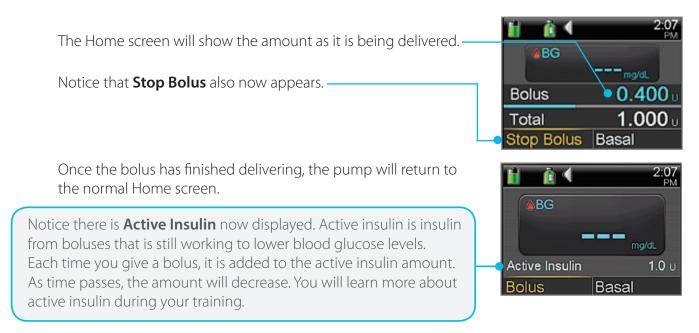
- 1) From the Home screen, select **Bolus**.
- 2) Press to 1.0 u and press .
- 3) Select **Deliver Bolus.**

4) Confirmation that Bolus has started will appear.









# **Stopping a Bolus**

There may be times when you need to stop a bolus while it is delivering - perhaps you realized you entered the wrong bolus amount, or you get a phone call and cannot eat right now as planned. Stopping a bolus is done by selecting **Stop Bolus** on the Home screen.

To stop a bolus while it is delivering:

- 1) Select **Stop Bolus**.
- 2) Press and select **Yes.**

- 3) Review **Bolus Stopped** screen to see how much of the bolus was delivered.
- 4) Select **Done**.

The **Bolus Stopped** screen will show you how much of the bolus insulin was delivered before it was actually stopped.







# Stopping a Bolus...

Karen gives a bolus for lunch, but before she can begin eating, the phone rings. It's her cousin calling long distance so Karen knows this phone call will take a while. She decides to wait to eat until after the call. She stops the delivery of the bolus so that she does not receive the insulin that is no longer needed right now.

**Helpful hint:** Always check the Bolus Stopped screen to see how much of the bolus was delivered before it was stopped, so you know how much insulin you received.





# Let's Practice: Stopping a Bolus

Give a manual bolus of 1.5 units and stop the bolus once it has started to deliver.

- 1) With **Bolus** highlighted, press O.
- 2) Press to 1.5 u and press .
- 3) Select **Deliver Bolus.**
- 4) Select **Stop Bolus.**
- 5) Press and select **Yes** to stop bolus delivery.
- 6) Review **Bolus Stopped** screen to see how much of the bolus was delivered.
- 7) Select **Done.**

# **Checking Last Bolus**

There may be times when you need to see the time or amount of the last bolus that was given. For example, you may not remember if you took a bolus at lunch and want to check to make sure. You can see the last bolus delivered in the **Quick Status** screen.



#### Let's Practice: Checking Last Bolus

- 1) From the Home screen, press  $\bigcirc$  to the **Status Bar** and press  $\bigcirc$  .
- 2) Press  $\bigcirc$  to **Quick Status** and press  $\bigcirc$  .

The (N) behind the Last bolus amount means the bolus was delivered as a normal bolus. There are additional ways to give a bolus which you will learn about later.



# **Checking Bolus History**

You may also want to review the last several boluses that were delivered. For example, a parent might want to view the boluses their child gave throughout the day. You can see the last several boluses delivered in Daily History.



# Let's Practice: Checking Bolus History

You can see the last several boluses you delivered in **Daily History**.

- 1) Press 🗐 .
- 2) Press  $\bigcirc$  to **History** and press  $\bigcirc$ .
- 3) Press to **Daily History** and press 0.
- 4) Press O on the day you would like to review.





**Did You Know?** You can use the **(** and **(**) arrows to move from day to day. You can also see further details by pressing **(** on any item listed.

#### **Bolus Wizard**

Calculating how much bolus insulin to give can be challenging. When using the Bolus Wizard, all you will need to do is enter your current BG reading along with the amount of carbs you are about to eat.

Once you do this, the Bolus Wizard uses the individual settings provided by your health care professional to estimate your bolus amount. Because these settings are specific to you, you can rely on it to calculate the precise amount of bolus insulin you need for your food and BG. This can help you better control your glucose levels.

# Using the Bolus Wizard

Here you can see the Bolus Wizard calculation screen and a short description of the steps below:

If you have tested your glucose using your compatible Bayer meter, the BG and correction dose will already be showing.



You will first test and enter your current BG.



You will then enter grams of carbohydrates to be eaten.



The pump displays estimated amount of insulin to be delivered.

You will learn more about using the Bolus Wizard at your in-person training. There, your trainer will help you program your individual settings and have you practice giving boluses using this feature.

# Using the Bolus Wizard...

Larry is so excited that his insulin pump has made his glucose management easier. Before his pump he had to try to calculate on his own how much insulin he needed. Now his meter sends his BG to his pump, he enters his carbs, and the pump delivers the bolus.

**Helpful hint:** After you begin pump therapy, testing your BG two hours after meals will help you determine if your Bolus Wizard settings are correct. If your BG is too high or too low, your healthcare professional can help you adjust your settings to help you achieve better glucose control.



# **Section 8:** Suspend Delivery

Remember your pump is delivering basal insulin throughout every hour of the day. Although you should never stop this insulin delivery for more than an hour or so, there will be times when you will want to manually suspend, or stop delivery, and disconnect from your pump.

This is done using the **Suspend Delivery** feature. Using Suspend Delivery stops all insulin delivery.

The most common reasons to manually suspend delivery might include bathing and water activities. Infusion sets are designed so you can easily disconnect from your pump and leave it in a safe place.

# Suspending the pump...

Danielle doesn't like her pump to be attached to her when she is swimming, so she disconnects it. She always manually suspends her pump so that insulin isn't delivered while the pump is not attached to her.

**Helpful hint:** While the pump is suspended, it will beep and/or vibrate every 15 minutes to remind you it is in suspend.



When the pump is manually suspended, all insulin delivery stops. All insulin delivery will remain stopped until you resume delivery.

When delivery is resumed, basal insulin will begin to deliver again. The pump will not deliver any of the basal insulin you missed while the pump was suspended.

If you manually suspend delivery while a bolus is delivering, the bolus delivery will stop. **When you resume delivery, the remainder of the bolus will not be delivered.** 

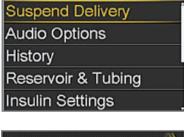
Menu



# Let's Practice: Placing the Pump in Manual Suspend

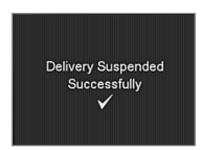
- 1) Press (a).
- 2) Select **Suspend Delivery.**







A confirmation screen appears.



Notice that the Home screen has changed.





# Let's Practice: Resume Basal Insulin Delivery

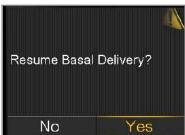
1) Select **Resume.** 

2) Press  $\bigcirc$  and select **Yes** to resume insulin delivery.

A confirmation screen appears.

The original Home screen returns.









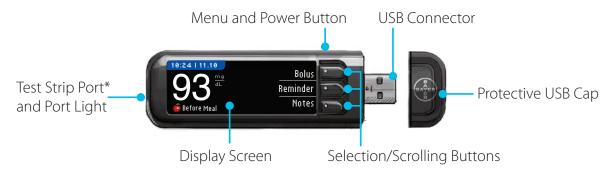


**Remember:** Any basal insulin that was missed while the pump was suspended will not be delivered.

# Section 9: Charging the Contour® Next Link 2.4 Meter

This Contour Next Link 2.4 meter from Bayer is the only meter able to communicate wirelessly with your Minimed 640G insulin pump. This can make your diabetes management easier by automatically sending your BG meter readings over to the pump. This is especially helpful when using the Bolus Wizard and the Event Marker options.

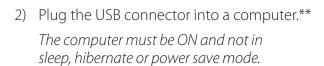
Review the parts of your meter here:



CONTOUR NEXT LINK 2.4 Meter

Your meter has a permanent rechargeable battery. *It is important that the meter be charged prior to your in-person training.* To charge your meter:

1) Remove the cap with (PA) on it to reveal the USB connector.





- 3) The meter will briefly display **Do Not Test-charging** and the test strip port light will flash. You cannot do a blood glucose test while the battery is charging.
- 4) When charging is complete, the test strip port light will turn off. You can then unplug your meter.

You will connect your pump and meter at your in-person training. Steps to do this can be found in the Training Handouts section on page 45. For more information on using your meter, see the User Guide found in the meter box.

<sup>\*</sup> The Contour Next Link 2.4 meter only works with Contour® Next glucose testing strips.

<sup>\*\*</sup> If you would prefer not to charge your meter using your computer, you can purchase a compatible outlet charger by calling Bayer Customer Service.

# Introduction to CareLink Personal Software

CareLink Personal software is a web-based program that is provided free of charge. This software allows you to upload the data from your pump and glucose meter to a secure website and organize it into easy-to-read reports and charts. These reports provide an overview of how insulin, food intake and exercise affect you glucose control.

Reviewing the data on these reports, allows you and your healthcare professional to identify glucose patterns and trends so you can determine if any pump settings need to be adjusted.

You will need to set up your CareLink Personal account so you can upload your pump and meter every 2 to 3 days after you start using your pump. With your permission, your healthcare professional can then access your information and have you adjust your pump settings as needed.

# Using CareLink software...

Julia uploads her pump and meter information to CareLink Personal before each visit with her doctor. She has given him access to her reports so he can review them, saving a great deal of time during her office visit. Her doctor has the information he needs to make adjustments to her pump settings.



Follow these steps to set up your CareLink Personal account prior to your in-person training:

- 1. Go to www.medtronicdiabetes.com/carelink
- 2. Click the **Sign Up Now** button.
- 3. Choose your country and language.
- 4. Read and **Accept** the Terms of Use and Privacy Statement.
- 5. Create a Username and Password and enter all required information.
- 6. Click the **Submit** button.

When uploading information from your pump to CareLink Personal, you will use the Bayer meter as the communication device from the pump to your computer.

USB connector used for CareLink upload



CONTOUR NEXT LINK 2.4 Meter

You will learn more about using CareLink software at your in-person training.

# **Training Handouts**

This section contains handouts that you can refer to during or after training. The Quick Reference Guides can be used when performing the most common tasks with your pump. These tasks are related to:

- Basal
- Bolus Wizard
- Changing the Quick-set Infusion Set
- Connecting the Pump and Meter

Feel free to tear these Quick Reference Guides out and keep them in a place where they are easily accessible.

Notes		

# **Change a Basal Rate:**

- 1. From Home Screen, select **Basal**.
- 2. Select Insulin Settings.
- 3. Select **Basal Pattern Setup**.
- 4. Select the basal pattern you wish to edit.
- 5. Select **Options**.
- 6. Select Edit.
- 7. Press O on the time segment.
- 8. Press O on **End** time.
- 9. Press ⊘ or ⊘ to change U/h and press ⊙.
- 10. Select Done.
- 11. Review rates and select **Save**.



Insulin Settings

Bolus Wizard Setup

Basal Pattern Setup

Preset Temp Setup

Preset Bolus Setup

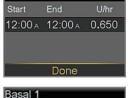
Dual/Square Wave

Basal Pattern Setup

Add New

12 0 ✓

Basal 1





# **Review Basal Patterns**

- 1. From Home screen, select **Basal**.
- 2. Select Basal Patterns.
- 3. Select the basal pattern you wish to review.
- 4. Review basal rates.

NOTE: If you see a scroll bar on the right, press  $\bigcirc$  to see all basal rates in the Basal Pattern.

5. Select OK.

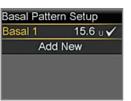


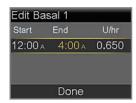


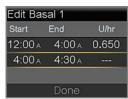
# Add a Basal Rate to a Basal Pattern:

- 1. From Home Screen, select **Basal**.
- 2. Select **Insulin Settings**.
- 3. Select **Basal Pattern Setup**.
- 4. Select the Basal pattern you are adding a rate to.
- 5. Select Options.
- 6. Select **Edit**.
- 7. Press O on the time segment.
- 8. Enter the new **End** time (this is the same as the start time of the basal rate you are adding) and press ①.
- Press ⊚ if **U/hr** is not changing. (Press ⊗ or ⊗ to change value if necessary and press ⊚)

Insulin Settings
Bolus Wizard Setup
Basal Pattern Setup
Preset Temp Setup
Preset Bolus Setup
Dual/Square Wave







- 10. Press O on the new time segment.
- 11. Press ♠ to enter the new **End** time and press ♠.
- 12. Press 🔿 to enter the basal rate and press 🔘.
- 13. Continue adding end times and basal rates if necessary.
- Edit Basal 1

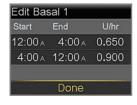
  Start End U/hr

  12:00 A 4:00 A 0.650

  4:00 A 12:00 A 0.900

  Done

- 14. Select **Done**.
- 15. Review basal rates.
- 16. Select Save.





# Temporary (Temp) Basal Rate

This feature lets you immediately increase or decrease your basal insulin for the period of time (duration) that you set. It is often used for exercise and sick days. A Temp Basal can be set in either Percent (delivers a percent of the current basal rate) or by Rate (delivers the amount that you enter).

# **Set Temp Basal Rate**

- 1. From Home Screen, select **Basal**.
- 2. Select **Temp Basal**.
- 3. Press to set duration and press 0.
- 4. Select Next.
- Select Percent.
- 6. Press ⊘ or ⊘ to enter the percent of current basal rate desired.

NOTE: If you choose to use Rate, select **Type**, and you can then enter the U/hr desired.

7. Select **Begin**.

NOTE: The Home screen reads Basal (T) since you have a Temp Basal active. Select **Basal (T)** to review the details of the active Temp Basal. When the Temp Basal is complete, the basal will automatically return to the regularly programmed basal rate.

# **Cancel Temp Basal Rate**

If you ever set a Temp Basal and decide you do not need it, it can be cancelled.

1. From Home Screen, select **Basal (T)**.



NOTE: Basal rate has now returned to the currently programmed rate.



Basal 1







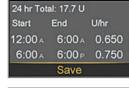


# **Multiple Basal Patterns**

Setting multiple Basal Patterns helps you more easily accommodate routine schedule changes that cause different basal needs (for example, weekday vs. weekend; day vs. night shift).

### **Set another Basal Pattern**

- 1. From Home Screen, select **Basal**.
- 2. Select **Insulin Settings**.
- 3. Select **Basal Pattern Setup**.
- 4. Select **Add New**.
- 5. Select the name you would like to use.
- 6. Enter the basal rates needed for this pattern.
- 7. Select Save.



Basal Pattern Setup

Add New

21.2 ∪ ✔

Basal 1

Select Name

Workday

Day Off

Sick Day

Day Off

Basal Pattern Setup
Basal 1 21.2 ∪ ✓
Day Off 17.7 ∪
Add New

NOTE: The Basal pattern that your pump is currently using has a check mark next to it.

### **Select Basal Pattern**

Once multiple basal patterns are set, you can then select the basal pattern you wish to be active.

- 1. From Home Screen, select **Basal**.
- 2. Select Basal Patterns.
- 3. Select the Basal Pattern you wish to be active.
- 4. Select **Begin**.

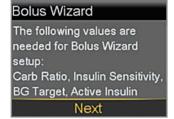


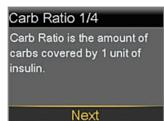


# **Turning Bolus Wizard On and Setup**

- 1. Press 📵.
- 2. Select **Insulin Settings**.
- 3. Select **Bolus Wizard Setup**.
- 4. Select **Bolus Wizard**.
- 5. Press **⊘** to continue reading text.
- 6. Select Next.
- 7. Review the description of Carb Ratio and select **Next**.
- 8. Press © on the time segment.
- 9. If you have only one Carb Ratio, press ©.
- 10. Use ⊘ or ⊘ to enter Carb Ratio and press ⊘.
- 11. Select **Next**.
- 12. Review the description of Sensitivity Factor and select **Next**.
- 13. Press O on the time segment.
- 14. If you have only one Sensitivity Factor, press O.
- 15. Use ⊘ or ∨ to enter Sensitivity Factor and press ⊘.

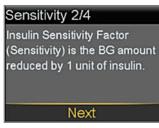


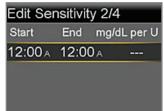












16. Select Next.

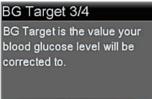
17. Review the description of BG Target and select **Next**.



- 19. If you have only one BG Target range, press ©.
- 20. Press ⊘ or ∨ to enter the **Lo** target and press ⊘.
- 21. Press ⊘ or ⊘ to enter the **Hi** target and press ⊙.
- 22. Select Next.
- 23. Review the description of Active Insulin Time and select **Next**.
- 24. Select **Duration**.
- 25. Use ♠ or ♥ to enter Active Insulin Time and press ♠.
- 26. Select Save.

The Bolus Wizard setup is now complete.





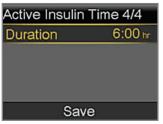
Edit BG Target 3/4
Start End Lo-Hi (mg/dL)
12:00 A 12:00 A ----

Next



Active Insulin Time 4/4
Active Insulin Time is the length of time bolus insulin lowers glucose levels.

Next



Active Insulin Time 4/4

Duration 5:00 hr

Save

# **Deliver Food and Correction Bolus**

- Test BG. Select Bolus. Select Bolus Wizard.
- If using linked meter, BG is on screen. If not, select BG.
  Use ◊ or ◊ to enter BG.
  and press ◊.
- 3. Select Carbs.
- 4. Use ⋀ to enter grams of carb and press ⋂.
- Select Next.
- 6. Select **Deliver Bolus**.

NOTE: **Active Ins. adjust.** is the active insulin from previous boluses that is adjusted (subtracted) from the correction dose. In this example, there was no active insulin to subtract.





## Deliver Correction Bolus - no food

- Test BG. Select Bolus. Select Bolus Wizard.
- 2. If using linked meter, BG is on screen. If not, select **BG.** Use ⊘ or ⊘ to enter BG. and press ⊙.
- 3. Press ♥ to Next.
- 4. Select **Deliver Bolus**.

NOTE: In this example, there was active insulin to adjust – it was subtracted from the correction dose.



**Deliver Bolus** 

# **Deliver Food Bolus - no correction**

- Select Bolus. Select Bolus Wizard.
- Press ♥ to Carbs and press
   Press ♦ to enter grams of carb and press ♥.
- 3. Select **Next**.
- 4. Select **Deliver Bolus**.

*NOTE:* Active Insulin is never adjusted (subtracted) from a food bolus.



# **Review Bolus History**

- 1. Press **(a)**.
- 2. Select **History**.
- 3. Select **Daily History**.
- 4. Select the day you want to view.
- 5. You will see bolus deliveries listed in the history.





# **Edit Bolus Wizard Settings**

- 1. From Home screen, press **Bolus**.
- 2. Select Insulin Settings.
- 3. Select **Bolus Wizard Setup**.



- 4. Select the setting to be changed.
- 5. Select Edit.
- 6. Press ⊚ on the time segment. Press ⊘ or ⊗ to change the times and/or values.
- 7. Select Save.



# **Review Bolus Wizard Settings**

- From Home screen, press
   and select the **Status** Bar.
- 2. Select **Settings Review**.
- Settings Review

Status Apr 3, 12

Notifications

Quick Status

Pump

3. Press **⊘** to scroll through the list of settings.



180.0 U

# START HERE:

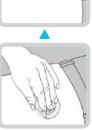


Suspend Delivery Audio Options History Menu











Remove the infusion set you have been using by loosening the adhesive and pulling away from body.



Select Reservoir & Tubing.



. Remove infusion set from

**New Reservoir** 

Remove reservoir from

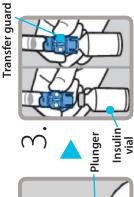


Remove the used reservoir from the pump.

Rewind



Select Rewind.



plunger

国

FILL RESERVOIR &

THE INFUSION SET

**TUBING** 

**CONNECT TO** 

guard

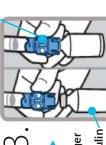
Follow the next steps

to fill reservoir with insulin and connect to the infusion set

alcohol. Place vial on table. Firmly Wipe vial with press the blue



transfer guard onto vial.



amount that you plan to fill with down to the Pull plunger

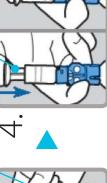
room temperature to reduce

the risk of air bubbles.

Make sure insulin vial is at Remove from package.

tubing.

insulin.



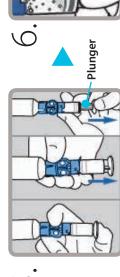
Plunger

Push and hold plunger down.

Continued on next page

# 

# Insulin vial

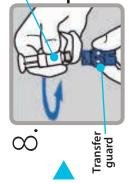


olunger, flip over so vial is on top. Release thumb and pull plunger With your thumb still on the down to fill with insulin.

bubbles to top of reservoir. Push plunger up to move air into vial. Tap the reservoir to move air



This may result in the delivery of too little or too much insulin, tubing connector, it can temporarily block the vents **IMPORTANT:** If insulin or any liquid gets inside the that allow the pump to properly fill the infusion set. which could cause hypoglycemia or hyperglycemia.



Reservoir

To avoid getting insulin on the top is upright. Hold transfer guard and of the reservoir, turn vial over so it turn reservoir counter-clockwise and remove from transfer guard.

> to amount of insulin needed for 2-3 days.

plunger back down

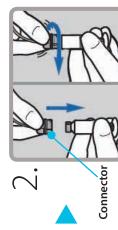
If needed, pull

# RESERVOIR TO **INFUSION SET** CONNECT

reservoir connector onto the end of the You will place the infusion set to the filled reservoir.



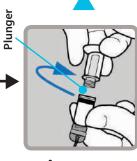
Remove the paper that holds the tubing Remove infusion set from package. together.



onto reservoir. Turn clockwise until locked. You will Gently push connector hear a click.



top. Push plunger just a bit reservoir to move them to to move them into tubing. If you see air bubbles, tap



THE BACKLIGHT

**TURNED OFF MAY HAVE** 

> counter-clockwise to loosen and remove. wist plunger



Select Load Reservoir and unlock pump if necessary.

turn the screen

back on.



Select Next.



# PLACE RESERVOIR INTO PUMP

into the reservoir compartment of Now place the filled reservoir the pump.





Place reservoir into pump.



feel reservoir lock into place. Turn clockwise until you

3. Place reservoir into pump DO NOT CONNECT TO New Reservoir and lock. BODY.

Select Next

# **AND FILL TUBING LOAD RESERVOIR**

steps to load the reservoir and fill Follow these the tubing.



Select Load and keep holding (O)



When you see this screen, select Next.



see drops at the end of holding (O) until you Select Fill and keep ubing, then let go.

Fill Tubing

Drops at end of tubing

Hold Fill until drops appear DO NOT CONNECT TO 11.3 ∪ Then select Next. BODY.

press () and select **Next.** After you see drops,

steps to insert the infusion set into Next, follow the your body.

**INFUSION SET** 

INSERT



Place blue hub into serter, placing the handle in the tubing slot.



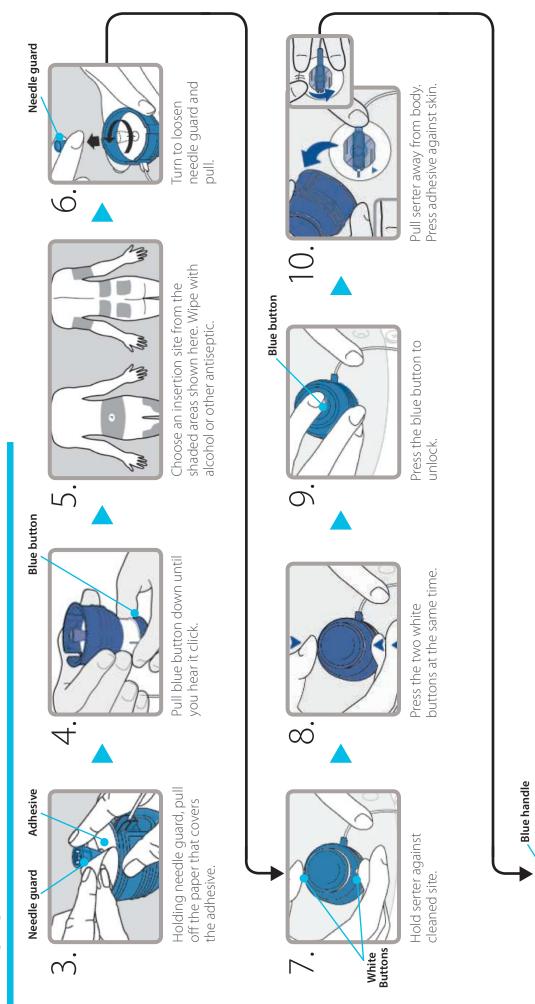
Blue hub

**Tubing slot** 



Continued on next page the way into serter. Do not hold or press on the Holding the serter with one hand, gently press infusion set to secure. Be careful not to push all blue button.

# 



out to remove needle.

Hold infusion set. Pull blue handle straight

Fold blue handle until

locked.

# 

# FILL CANNULA

You will now fill the cannula, the little tube under your skin, with insulin.



Select Fill.

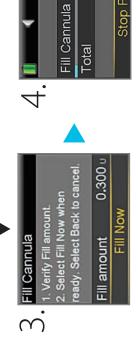


Select **Fill amount** and enter:
- 0.300 if using 6mm cannula
- 0.500 if using 9mm cannula
Then press (O).

Note: Yo amount that the F

**Note:** Your pump will remember the **Fill amount** that you used last. Always verify that the Fill amount is correct.

- If it is correct, press  $\bigcirc$  to **Fill Now** and press  $\bigcirc$ .
- If it is incorrect, press (O). Change to correct amount and. Press (O).
- O Fill Now.



Select Fill Now.

The Home screen displays

the insulin as it fills the

cannula.



0.025

Note: Select Stop Filling if you need to stop, for example, if you notice the Total amount is incorrect. This should rarely happen if you have verified the Fill amount on the previous screen.

Your infusion set change is now complete!

Notes	

- 1. Hold Menu the button until meter turns on.
- 2. Scroll to your language and press **OK**. Press **OK** to confirm.
- 3. Press **OK** when asked Connect to a MiniMed Pump?
- Press OK.
- 5. Press **Auto Connect**.









# Put the meter down and pick up your pump.

- 6. Press (a).
- 7. Select **Utilites**.
- 8. Select **Device Options**.
- Select Connect Device.
- 10. Select **Auto Connect** on your pump.

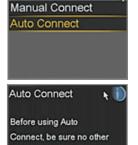




12. Select Continue.



Connect Device



nearby Medtronic devices



## Place the meter and pump next to each other.

- 13. Select Search on your pump.
- 14. Select **Search** your meter.



Select "Search" on Your Pump and meter. Search

- 15. Check to see that the Device SN (serial number) on the pump screen matches the Device SN on the meter.
- 16. If they match, select **Confirm** on the pump.



17. Check to see that the SN on the back of the pump matches the SN now on the meter screen.



- 18. Select **Next** on the meter.
- 19. Select Always.\*
- 20. Then select **OK**.
- Select Date Format.
- DATE FORMAT Select Month/Day/Year Day.Month.Year

Always

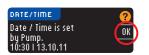
Ask me

SEND OPTIONS

Automatically send results to the Pump?

22. Select OK.

If time and date are not correct, you must change them on the pump.



23. Press **Accept** to select **AutoLog** is Off.



AutoLog allows you to mark a test result as Before Meal, After Meal, or Fasting.\*

24. Accept or Change High and Low Alerts.\*



TARGET

- 25. **Accept** or **Change** the Target Range.\* Press **Accept** again to confirm.
- 26. Setup is now complete and you are ready to use meter.



Accept

<sup>\*</sup>For more detail on this feature see your meter guide.

Notes		

# Alerts

An alert makes you aware of a situation that may need your attention. When an alert occurs, you should check to see what your pump is telling you. Examples of alerts include **Low reservoir** or **Low battery.** 

When an alert occurs:

# **Notification Light:**

The red light on the pump will blink once followed by a pause, blink again followed by a pause. This sequence continues until the alert is cleared. The flashing pattern is shown here:



# Audio:

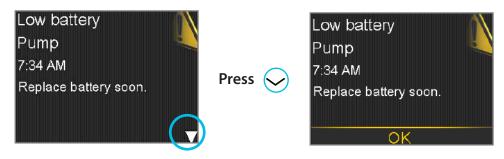
Depending on your Audio Option settings, the pump emits a repeated alert tone, a continuous two-pulse vibration, or both.

# Display:

The pump will display a notification with a yellow icon and instructions on what to do.

To address and clear the alert:

- 1) Read the text on the screen to understand the alert and the steps that should be taken.
- 2) Press 🔾 .
- 3) Press O on the desired option.



The audio / vibration pattern repeats every 5 minutes or every 15 minutes (depending on the alert ) until the alert is cleared.

# Alarms

When an alarm occurs, something has been detected that is preventing insulin from being delivered. You are not getting insulin. It is important that you address an alarm right away. Examples of alarms are Insulin flow blocked and Replace battery now.

When an alarm occurs:

# **Notification Light:**

The red light on the pump will blink twice, followed by a pause, blink twice again followed by a pause. This sequence continues until the alert is cleared. The flashing pattern is shown here:



### **Audio:**

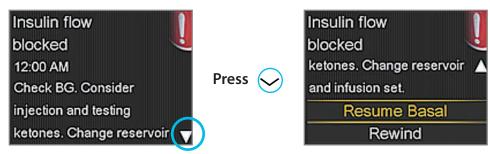
Depending on your Audio Option settings, the pump emits a repeated alert tone, a continuous three-pulse vibration, or both.

# Display:

The pump will display a notification with a red icon and instructions on what to do.

To address and clear the alarm:

- 1) Read the text on the screen to understand the alarm and the steps that should be taken.
- 2) Press 🔾 .
- 3) Press O on the desired option.



The audio / vibration pattern repeats every minute for 10 minutes if the alarm is not cleared. **After 10 minutes, the alarm begins to siren.** 



**IMPORTANT:** It is important that you are able to address an **Insulin flow blocked** alarm. This alarm means that insulin is not able to get through the tubing or cannula. If this alarm occurs, check to see if your infusion set has become dislodged or if your tubing is kinked.

- If you don't detect an issue and are unable to change your reservoir and infusion set right away, you might choose to select **Resume Basal.** If an Insulin flow blocked alarm occurs again, follow the steps on the screen. Select **Rewind** and change your reservoir and infusion set.
- If you detect an issue or if your reservoir has run out of insulin, follow the steps on the screen. Select **Rewind** to change your reservoir and infusion set.



