HP Officejet 4630 Paper Tray Replacement

How to replace a broken paper tray on the HP Officejet 4630.

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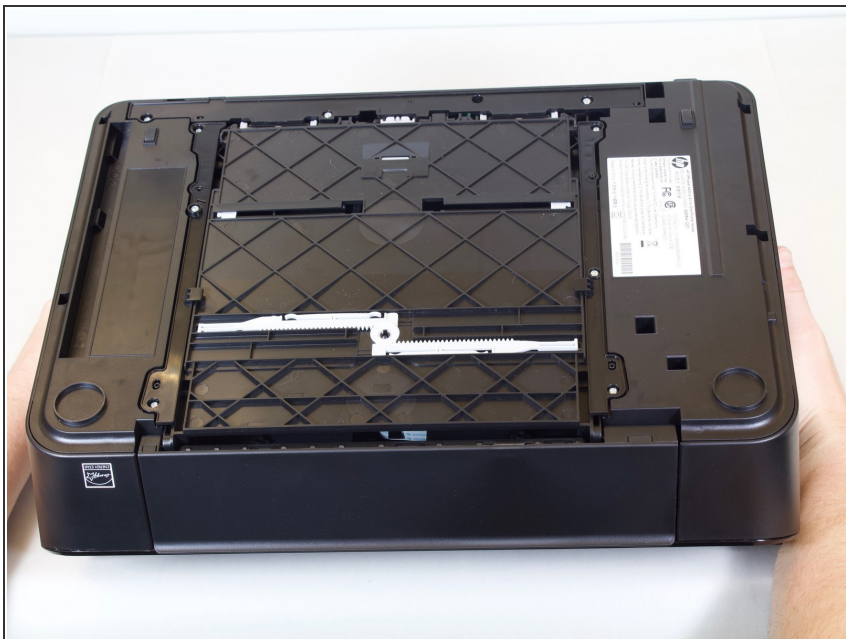This document was generated on 2020-11-21 04:52:02 PM (MST).

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INTRODUCTION

Paper trays are easy to break but thankfully it is an easy repair with only one tool required.

🔧 TOOLS:

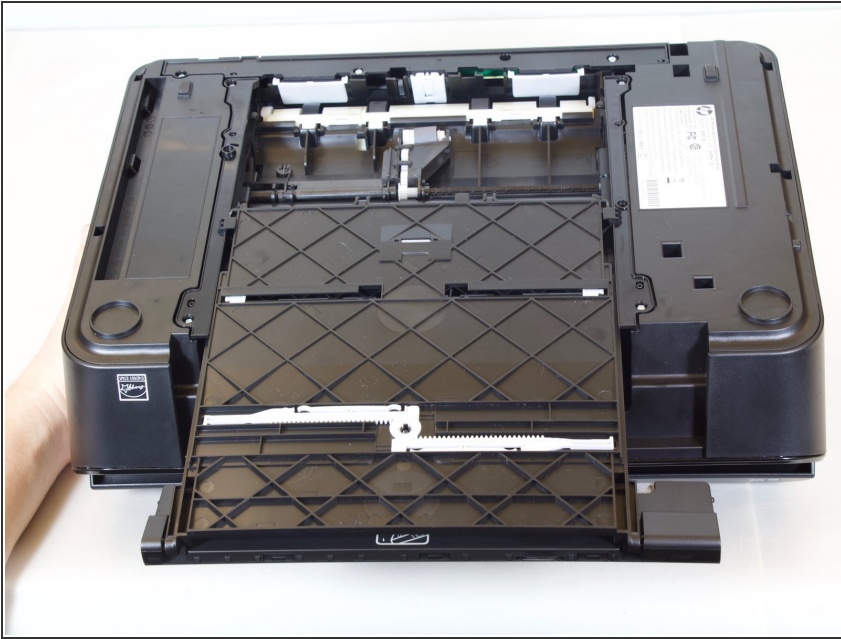- T10 Torx Screwdriver (1)

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Step 1 — Paper Tray

- Begin by turning your printer upside down.

- ⓘ It can be helpful to position an object beneath the printer to keep it level while you work on it.
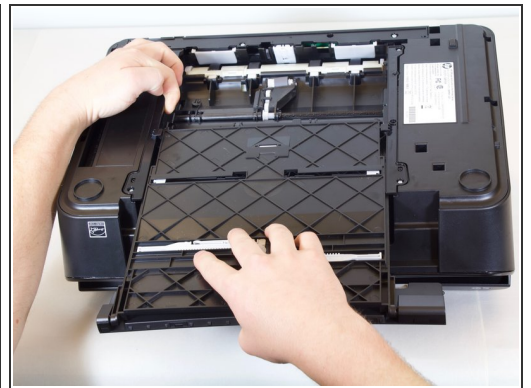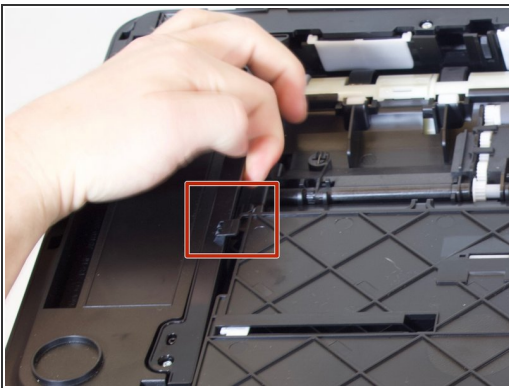
Step 2

- Use the T-10 screwdriver to remove the two 11-mm screws.

Step 3

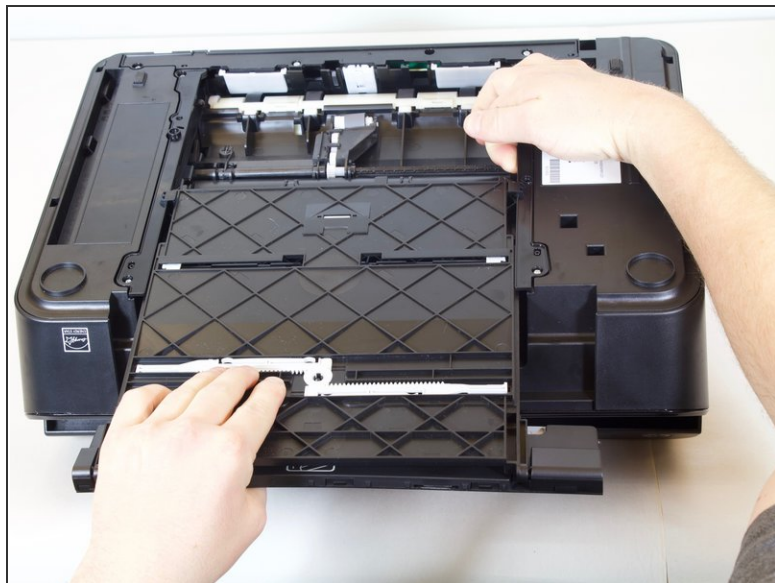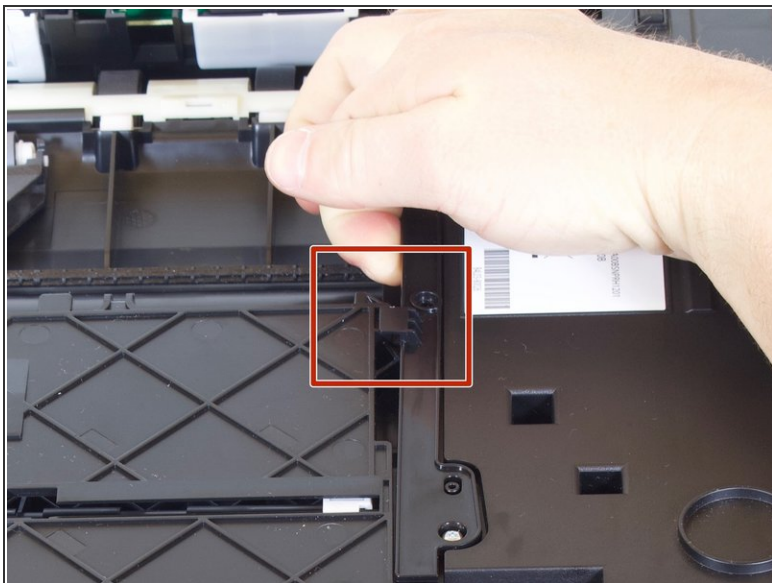- Pull the paper tray out until it hits the stops on either side of the tray.

Step 4

- Lift up on one side of the black plastic bar with one hand while pulling the paper tray out of the printer with your other hand.
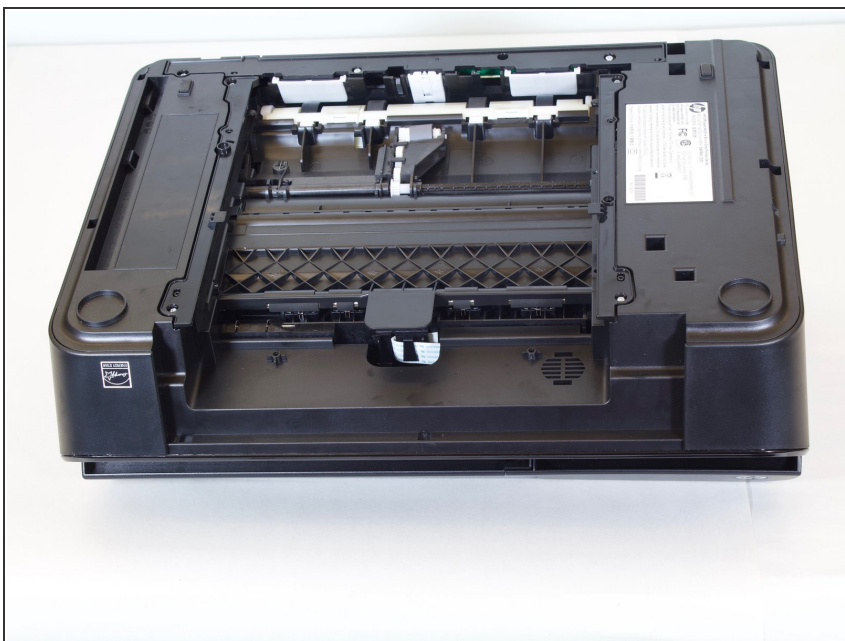
- ⓘ The side of the tray should slide away from the printer a little bit.

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Step 5

- Repeat the previous step but for the other side of the tray.

Step 6

- The paper tray should now be free to slide away from the printer.

To reassemble your device, follow these instructions in reverse order.

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