



Dell Optiplex 745 Ultra Small Form Factor Hard Drive Replacement

You may need to replace the hard drive in your...

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INTRODUCTION

You may need to replace the hard drive in your Dell OptiPlex 745 if you've had the computer for several years. If you hear the hard drive clicking or data starts being corrupted, these are signs your hard drive should be replaced soon.

You will need to create a backup before doing anything with the hard drive. Without a backup of your hard drive, all your important data will be lost if it fails. So it's important not to wait before making this replacement. Before you get rid of the drive, it may be a good idea to destroy it so your data can't be recovered by someone else.

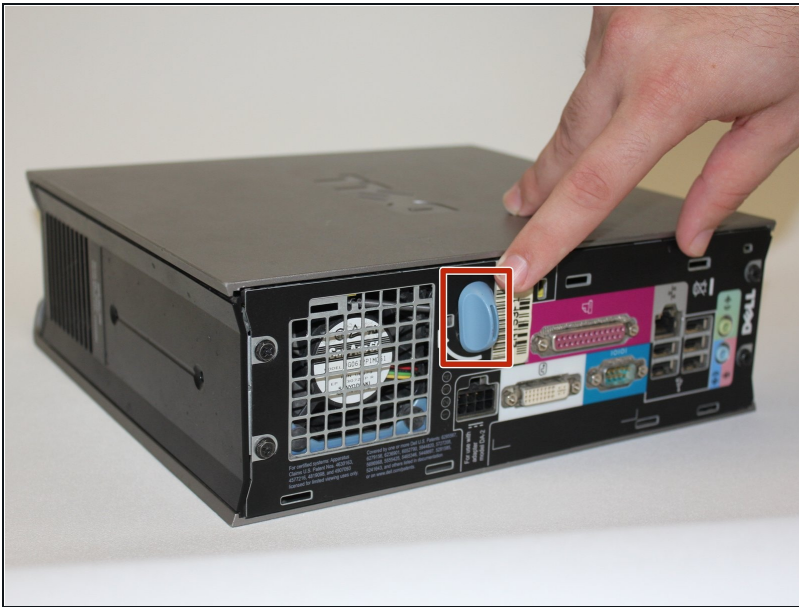
In addition, before beginning this repair, be sure to power off your computer and disconnect from the charger.

Step 1 — Side Panel



- Make sure to shut down the computer! Go to the start menu and click shutdown from the power options first
- Ensure all cables, speakers and other devices are unplugged and turned off before opening the computer case.

Step 2



- Lay the computer on its side; you will see a blue knob.
- Turn said knob 90 degrees counter clockwise.

Step 3



- While the knob is still turned, slide the panel case forward about 1/2 inch, and then lift the panel off the computer.

Step 4 — Hard Drive



⚠ Ground yourself to avoid static from damaging any components. Either use a wrist strap and antistatic mat, or touch the metal computer case every few minutes.

- Find the power and data cables connected to the hard drive, press down on the metal tab and carefully remove them.

Step 5



- Locate the blue tabs shown on the left and right of the hard disk drive
- Squeeze both tabs and slide the hard disk drive towards you, then lift the drive out of the cage.

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