



HP Officejet 4630 Paper Tray Replacement

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

Written By: Tyler Allen



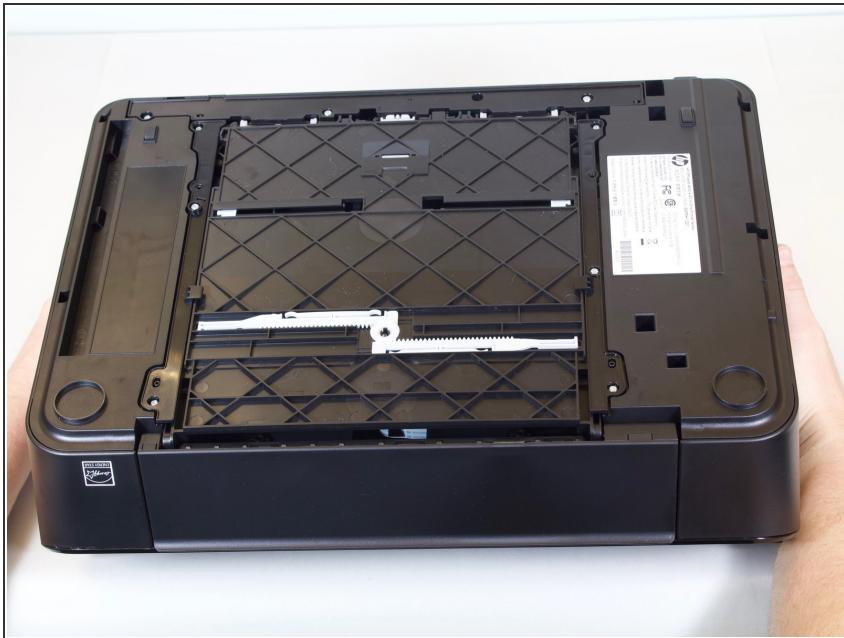
INTRODUCTION

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

TOOLS:

- T10 Torx Screwdriver (1)

Step 1 — Paper Tray



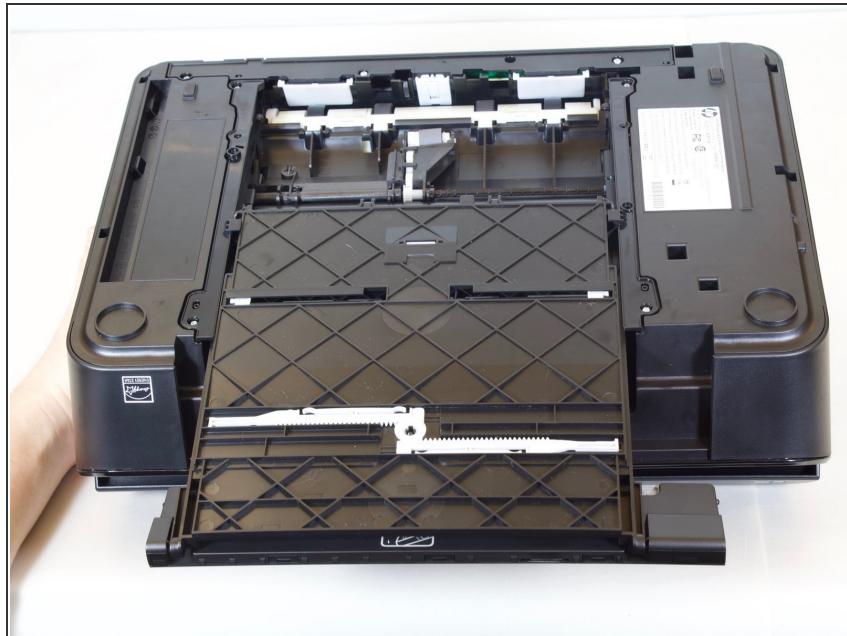
- Begin by turning your printer upside down.
- *(i)* It can be helpful to position an object beneath the printer to keep it level while you work on it.

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.

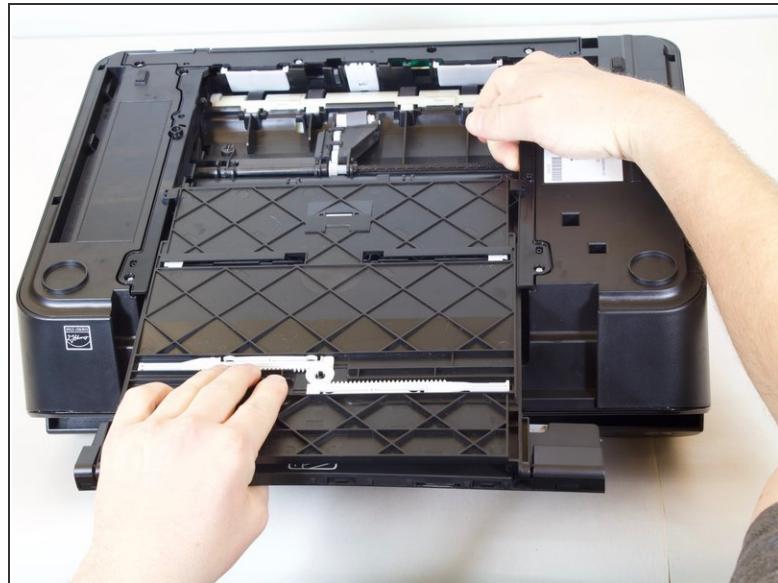
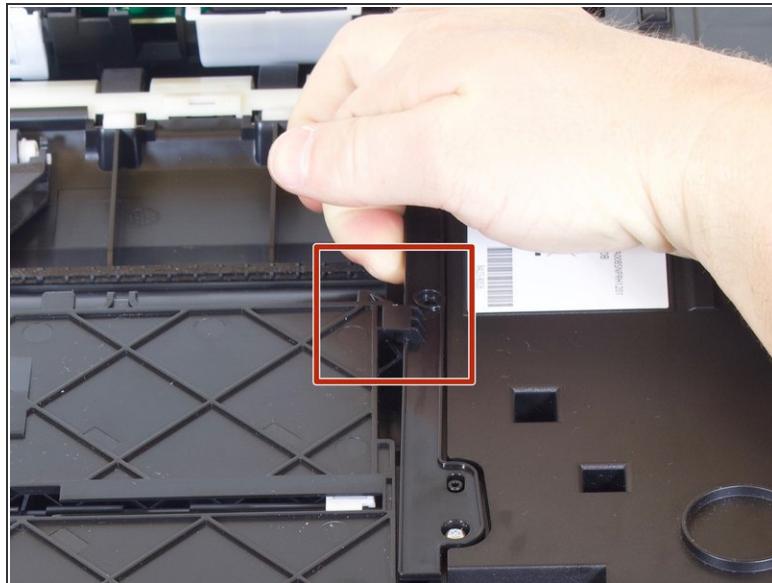
Step 4



- 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.

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.