



# Dell Optiplex GX620 Optical Drive Replacement

This guide will show you how to remove the floppy drive from a Dell Optiplex GX620.

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## INTRODUCTION

The optical drive should be replaced if the computer no longer recognizes the device, or if the disc reader is faulty.

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### TOOLS:

- [Phillips #1 Screwdriver](#) (1)
  - [Anti-Static Wrist Strap](#) (1)
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## Step 1 — How to unplug and discharge before repair



- Power down your PC and remove the power cord from the back.

## Step 2



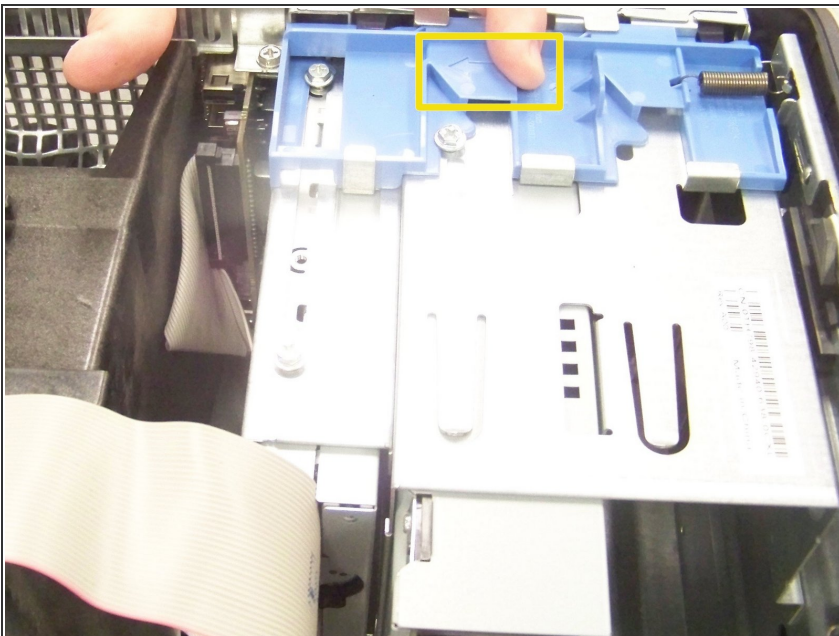
- Press and hold the power button for about 10 seconds, then release.
  - ⓘ This helps drain any remaining power stored in the capacitors, so that you can safely work on the internal components.

### Step 3 — Dell Optiplex GX620 Side Panel Disassembly



- With the computer standing upright, firmly pull on the tab at the back of the computer.
- When the side panel pops free, gently pull the panel away from the computer.
- ❗ If you have trouble freeing the side panel from the case, you may need to pull the tab a bit harder.

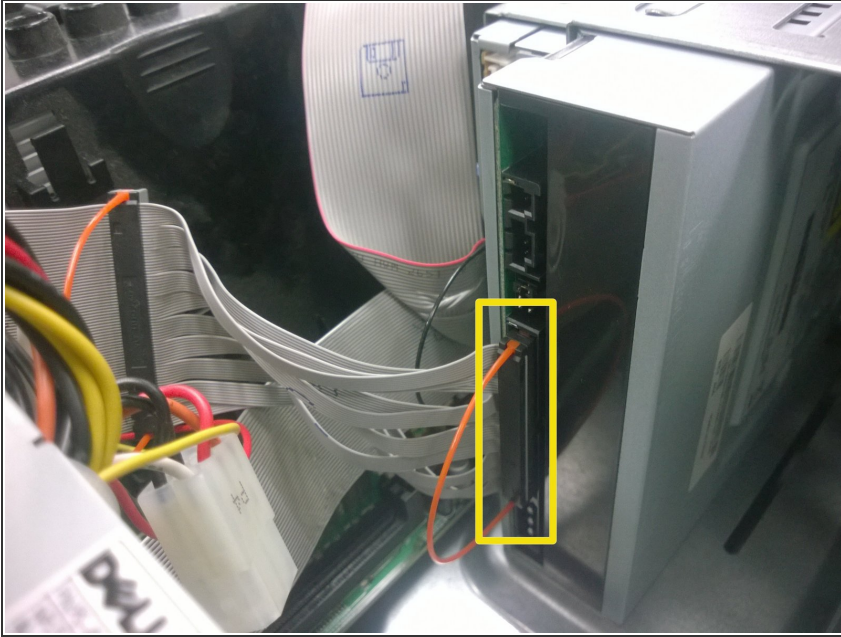
### Step 4 — Remove the drive panel



- Slide the blue latch downward until the panel can be removed from its hinges.



## Step 5 — Disconnect the cables



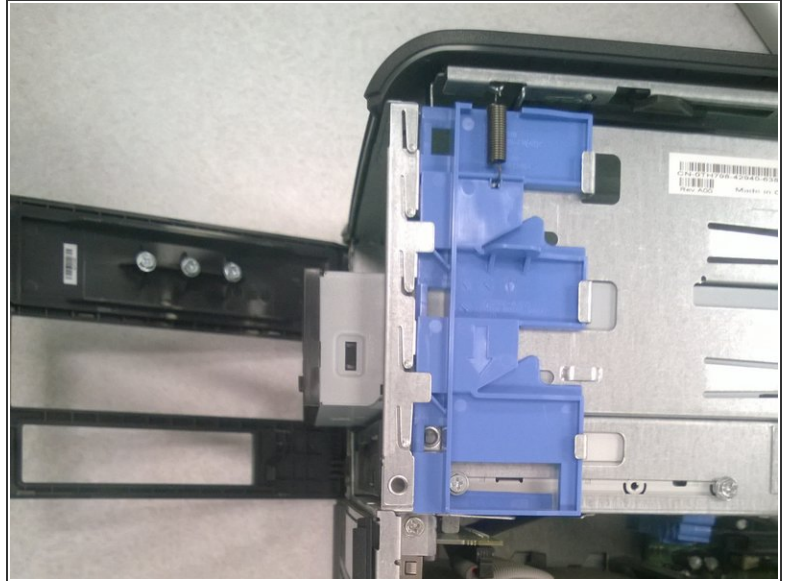
- Gently remove the CD/DVD and power cables from the back of the optical drive

## Step 6 — Remove the screws



- Using a Phillips #1 screwdriver, remove the screw connecting the optical drive to the drive bay.

## Step 7 — Remove the optical drive



- To remove the optical drive from the drive bay, slide the drive towards the front of the computer.

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