

# Versidex<sup>®</sup>

THE ORIGINAL PLATE JOINERY INDEXING SYSTEM

61 Elm Street  
Hatfield, MA 01038  
413-247-5969  
[www.versidex.com](http://www.versidex.com)

## Part I

### Assembly Instructions for the

### 31" Versidex<sup>™</sup> MEGA-ncw ROLLING STAND:

About 2 hours, 15 minutes assembly time

Please track the time it takes you to assemble your Rolling Stand. Our assembly time is skewed because of our experience and practice. We'd like to know the real-world average time it takes for first-time-through-it customers. Thanks for your help on this. For your trouble, and your email address, we'll offer you discounts on accessories in the future through special emailings.

The LEG ASSEMBLIES for the Rolling Stand will be drop-shipped to you from Global Industrial. If they arrive before your pallet does, go ahead and assemble them and then put them aside. The wheels for the Rolling Stand will be drop-shipped from CoolCasters, and they attach to the Mobile Base shipped within the palletized container:

#### 1. LEG ASSEMBLIES:

a. **HARDWARE:** Locate the 2 boxes of LEG ASSEMBLY PARTS that were drop-shipped from Global Industrial. Use care in unpacking them, as they are snug in the box, and are a bit interlocked. Go slowly.

Unpack one box and put that leg assembly together, then open the other box. It's less confusing this way. Locate the included hardware packed with the leg assemblies. Lately they have been packing these up in a small box. You should have 24 bolts and 24 nylock nuts in EACH of the 2 boxes. No washers are supplied or needed. Set the short 12" leg extensions aside for now.

b. **TOOLS:** 6mm hex key, and a 1/2" open or closed end wrench, not an adjustable. There's very little room inside the U-channel for tools. A smaller socket and driver set might fit. 6mm is just less than 1/4", but we can't get 1/4" hex keys to fit (maybe yours will), so 6mm is likely what you'll need.

c. Follow the Global leg assembly instructions, but assemble them upside down. They will balance themselves better that way, and this is how you'll use them next anyway. Getting the nuts tight onto the bolts is a bit awkward and can be frustrating. You'll need to work the hex key and your wrench together or one or the other will spin. Take your time. Protect your knuckles. You will end up with two assembled, 2 leg units about 50-60 minutes after you begin putting in the bolts (there are 48 bolts and nuts sets in the two assemblies). Make sure every nut is tightened up hard. **DO NOT** put the leg extensions on yet.

NOTE: If you find the mid-leg strut is too high to work on comfortably atop your bench, assemble the legs to the top rail (the one on your benchtop), add in the mid-leg strut with nuts and bolts just finger tight and then move that assembly to the floor and continue tightening everything up.

d. When assembled, put aside for now.

## 2. MOBILE BASE:

a. **TOOLS:** #2 phillips tip, and driver, hand or powered w/ clutch set **LOW**

b. You have already removed the strapping and lid from the palletized container. Now remove the cardboard pad. You'll see the MOBILE BASE (white melamine on MDF, about 33-1/2x30-1/2"). You will see a round orange sticker with an "F" on it. This is the FRONT and TOP surface of the mobile base. Put the base on a clean bench with the sticker DOWN. Orientation does not matter.

c. **HARDWARE:** STOP unpacking for now and LOCATE the small box that was drop-shipped to you from CoolCasters. Open it up, unpack the RED WHEELS, and locate the included screws. If there are any problems, call them directly with your packing label information. They're great at helping out, and doing it that way will be faster for you and you'll know exactly what's going on at their end. But it is very unlikely that you will have a problem with their product.

d. Lay out the 4 casters on the underside of the mobile base and align their mounting holes with those pre-drilled in the mobile base. Using a phillips driver, attach the 4 casters with their included screws. Take care not to overdrive the screws and strip the MDF; just tight is good. If you do strip out a hole, just poke some yellow (PVA) glue into the hole, reset the screw carefully & let dry.

e. This job is done. Set the MOBILE BASE aside for now. Your LEG ASSEMBLIES need to be ready next, so assemble them now if you haven't done so yet. Once assembled lay them across your bench 33" apart, so that if you stand between them there is an open space, and the assemblies are running away from you. You'll attach the stretchers next.

### 3. STRETCHERS:

NOTE: When you come across *decals*, you will see that their transfer masking is still attached. PLEASE leave the masking on throughout the assembly and set-up process. The decals are somewhat protected this way and still need a final rub-down before the masking is removed.

a. Go back and continue unpacking the container box. Remove the cardboard pad that is next in the stack, and then remove the 3 contoured VERTICAL TEMPLATES, and the large, plain MDF PLATFORM TEMPLATE (it has an orangy-tan nosing at one end) and set it aside. Be careful not to damage the edges. Remove the next cardboard pad and you will see the orangy-tan LOWER SHELF. Set the shelf aside for now.

b. Remove the last cardboard pad that lies atop the MEGA. Now LIFT away the entire outer box SLEEVE that forms the sides of the container. Remove the loose side pads, which may just fall away. DO NOT remove the masking that covers the decals yet. Remove the vertical Z supports inside the MEGA by separating the tape that holds them at their bottoms.

c. **HARDWARE:** Find and remove the 13x13x7" or 12x12x6" carton, and put it on your bench. GO BACK to the shipping container.

d. At the bottom of the container there are parts lying under the CROSSPANEL (the crosspanel holds the AIR CLAMP ASSEMBLY). The pieces have to slide out from under the crosspanel BEFORE you lift them too much. So working from the REAR of the MEGA, where you found the 13x13x7" or 12x12x6" carton, go ahead and SLIDE out the 2 ARCHED STRETCHERS, and the foam-wrapped CROSSBEAM. Once the other ends are clear of the orangy-tan PRESSURE BAR at the AIR CLAMP ASSEMBLY, you can pick them up and move them to your bench.

e. BOTH stretchers have Versidex decals on them. They are shipped with the protective transfer masking still on them. PLEASE DO NOT remove the masking yet. They're somewhat protected throughout the assembly this way. Identify the one STRETCHER that has 4 small screw holes on one face opposite the face with a decal (in addition to the 4 through-bored holes at the corners). This will be the REAR stretcher, and the little holes will face IN. You'll get a reminder about that later. Set this stretcher aside for now.

f. **TOOLS:** a 7/16" nut driver to start the nuts works the best, then a socket driver with a short extension to finish tightening them, or just use the nut driver. There are only 8 of them to do.

g. Open the 13x13x7" carton from the seam that says "TOP". If you open it any other way, you will access hardware bags and parts in the wrong order and have to search for what you need. REALLY!

Locate Bag #1, right there on the top. In this bag there are 8 each of: 1/4-20 x 1 1/4" carriage bolts, 1/4" flat washers, and 1/4-20 nylock nuts.

h. Select the other stretcher, the one WITHOUT the little screw holes in one face, and insert a bolt through a left or right hole nearest the ARCH, not nearest the long, straight edge. The bolt head and the decal *must* be on the same face. With the ARCH facing UP, push that bolt through the leg hole that aligns the outside edge of the leg with the stretcher's side edge.

Use the leg hole that will leave an 8" or so gap between the straight (bottom) edge of the stretcher and your work surface. Let the other end rest on your bench.

i. Put a washer on the bolt and spin on the first nut using the nut driver to draw the bolt into the nylock resistance. Make sure the nylock end of the nut goes into the socket first. If your socket is too deep to allow the nut to catch, add a second nut into the socket, again putting the nylock end in first. Keep tightening the nut until the square neck of the bolt just begins to sink into the melamine. STOP tightening for now.

j. Do the other end of that same stretcher the same way. Next, do the other two bolts, but DO NOT fully tighten the nuts yet.

k. At the other end of the leg assemblies, take the remaining stretcher that has the little screw holes in one face. Orient that stretcher so that the little holes are FACING in toward the other stretcher, the arch is UP, and the bolt heads and the decal are on the other face. Repeat the assembly procedure using the 4 remaining bolts, STOPPING as before when the bolt's square neck just begins to sink into the melamine.

NOTE: We've been waiting to tighten the nuts and bolts fully until we've checked that the assembly is shaped properly, so now measure the distance between two legs spanned by a stretcher using any common point-to-point you want. Adjust the legs until the measurement at the top and bottom are the same. We're approaching squareness now.

l. Carefully begin tightening the nuts further. If a bolt spins as you begin to tighten it, bang the bolt head with a hammer to set it into the melamine better, and then try again. Do not sink the round bolt head itself into the melamine, doing that will crack the melamine, so STOP when it's just snugged up to it, but quite tight.

m. While you're doing this tightening, sight down one side of the STAND from time to time, such that you are looking across the plane formed by one entire leg assembly, which has no stretcher on it. You are looking to see if the assembly has twisted out of a true plane. The front and rear legs should be in line with the top rail, which is on the benchtop.

n. If it has twisted, GET A HELPER and move the entire assembly down onto a clean area of the floor, keeping it upside down. Use a soft mallet to carefully bang the legs to shift things back to true. A squared-up assembly will keep us all HAPPY. In this case, sighting down the leg assembly planes is helpful, as is measuring the diagonals from leg to opposite corner leg. Adjust the diagonals to be the same length. FINISH tightening up all 8 nuts & bolts.

#### 4. LEG EXTENSIONS:

a. **HARDWARE:** Locate the black, 12" LEG EXTENSIONS that you set aside earlier.

b. **TOOLS:** metal hammer, mallet, maybe a wood block, maybe vise-grips or channel locks

c. If the bottom tabs are bent (shipping can be rough on them), this is not a big deal; just figure out how to bang or bend the tabs into their obvious proper position. Close is good enough if the tab is flat but a bit obtuse from the leg itself, as the weight of everything will bottom them out properly when the entire MEGA is assembled. Curled, or bent-at-the-corners tabs need to be straightened, though.

d. Once the extensions are ready, set them into the leg sleeves at the height closest to what you would like for a finished working surface height, LESS 4.25" (mobile base and casters) LESS 1.75" (working platform & an installed template) for a total of LESS 6.0".

For example, one set of adjuster pins will allow for a working height of 36.75" (probably the most preferred height). Therefore, the length of the leg with its extension BANGED DOWN and LOCKED IN will want to be 30.75" ( $36.75" - 6" = 30.75"$ ). Make sure that BOTH lugs are engaged in the extension's holes. Bang them into locked position with a mallet, or hammer & wood block.

e. The stretchers create the FRONT and the REAR of the Rolling Stand. This can be confusing because the FRONT is wider than the sides are long, not an orientation you might expect. Remember this.

#### 5. LOWER SHELF:

a. Locate the unpacked LOWER SHELF, about 24.25" x 33.5" x 1" thick (& orange-tan in color) that you set aside earlier. This was packed just under the Platform Template.

NOTE: You DO NOT have to mount the shelf to the leg struts as described below, and shown in the picture. It is not required structurally. If your air compressor/vacuum device tandem requires more height than the 19.5" of vertical clearance that results from mounting the lower shelf in its conventional position, skip Step 5 and go to Step 6. You'll find instructions on mounting the lower shelf in its ALTERNATIVE position at Step 8.

b. **TOOLS:** 3/8" nutdriver, or 3/8" socket, and power or ratchet driver; maybe a 6" wooden handscrew clamp, or small, one-hand bar clamps.

c. Locate the hardware in Bag #2: 8 each of: #14 x 3/4" slotted hex head screws with integral washer, and 1/4" external tooth washers.

d. If you haven't already done so, move the leg assembly to a clean floor, keeping it upside down. Hold the shelf so that you are at the *front* of the Rolling Stand, and your helper is across from you, or vice-versa. There are four holes down each side of the lower shelf. The holes should be facing up, and to the

left and right sides of you and your helper. These holes match those in the lower *cross struts* of the leg assemblies.

e. The shelf is to slide in through the **SIDE** of the stand and **UNDER** the *cross struts* (as it sits) until it bridges both of them equally, and you can see the mounting screw holes in the shelf through the holes in the leg struts. You can just hold the shelf in place while driving in one screw with a washer. Leave them just slightly loose for now. Do all four on **ONE SIDE ONLY**.

f. Next, look at the holes on the **OTHER** side. **IF** they are well located, put in those screws with washers. **IF THE HOLES** are a little off, this is not a big deal. First, put a clamp on the shelf and strut at the loose end, to hold them together so the shelf won't drop. Once the shelf is secure, determine how the leg assembly must move in order to bring the other side's holes into alignment:

If squeezing the legs together a bit will help, use a pipe clamp or long bar clamp on the outsides of the struts to do that. If pushing them apart is what is needed, use a handscrew with one jaw inside the strut rail and the other offset down onto the end of the shelf on the side with no screws installed yet.

g. Tighten the screws until the holes are aligned. If things are really tight and don't want to move, bang on the **LEGS** at the stretchers (those bolts are holding it away) to help the clamp do its thing, but support your offset clamp because it will want to pop off. Take your time and get it right.

h. Finish installing the remaining washers & screws loosely. Now take a final sighting down the leg assemblies and see if everything looks right. If so, firmly tighten up the screws, but don't strip them out.

## 6. NOW MAKE IT A ROLLING STAND:

a. Take the finished **MOBILE BASE** that you set aside, and set it on its wheels, with the **FRONT** of the mobile base (the sticker will be visible) nearest you. Remember the mobile base will be **WIDER** in the *front*, and that may seem a little weird, but you're doing it correctly. **WITH YOUR HELPER**, turn over the **STAND**, and set it on the mobile base with the stretcher that has the little holes in it furthest **AWAY** from you, as that is the **REAR** of the stand. Align the holes in the stand legs with the holes in the corners of the base.

**b. TOOLS: 1/2" open or closed end wrench, a socket and ratchet will not fit.**

**c. Locate the hardware in Bag #3: 4 each of: 5/16" x 3/4" long hex head screws with small integral washer, and 5/16" external tooth washers. Additional items are for later at Step 7d.**

d. Attach a washer and screw through each of the 4 holes. If the holes don't line up, use a soft mallet to adjust the leg by striking the leg **AT THE STRETCHER** or at the lower strut (where the bolts or shelf are holding it). If that doesn't help, use a pipe clamp or handscrew. Do not over-tighten the screws. Firmly snug is good. Almost done! One more step.

## 7. CROSSBEAM:

a. Locate the CROSSBEAM, wrapped in foam, probably on your benchtop now. It's 33x3-1/4x1-3/8", and finished in the "neon lime green" color.

b. **TOOLS: definitely a power driver with a #2 square drive tip**

c. **Locate in Bag #3: 2 pieces FastCap™ 2-1/2" screws, black or silver**

d. Stand at the FRONT of the Rolling Stand (where there is a sticker) and locate the holes in the left and right top rails that are set back 6 3/8" from the front ends of the top rails. The "bumped up" ends of the crossbeam fit into the U-channel of the top rails from underneath. There is no left or right-specific end. With a screw set onto the driver tip and the power driver at the ready, hold the crossbeam in place and find the predrilled hole in the crossbeam through the leg hole. Install that first screw, but leave it loose. Still holding the OTHER end of the crossbeam, install the second screw loosely, when all is well, carefully draw the 2 screws tight. Don't over drive or you might snap the screw. Don't do that. Make use of the clutch on your driver, but these *will* drive hard.

## 8. ALTERNATE POSITION FOR THE LOWER SHELF:

a. If you opted to mount the shelf in the other position at Step 4, it can now be done. This alternate position will give you 28.5" of vertical clearance for your vacuum or compressor, but **WILL REDUCE** the usable **WIDTH!** Make sure your tandem will fit **BEFORE** proceeding, keeping in mind that the crossbeam will have a vertical handle dropping down 4" from its hole in the mid-center of it, and the lower shelf will take up another 1" of height. If you like the fit, clean off the MOBILE BASE surface and the loose lower shelf. Sliding the shelf in from the **SIDE**, test fit the shelf between the legs, on top of the mobile base. The ends will overhang slightly.

Stand at the FRONT of the MEGA, lift the shelf up and daub a tiny bit of silicone caulk/adhesive on the WHITE platform. Very little dabs, and only at the four corners, in about 1.5" from each edge. Set the shelf down and go to the other side and repeat. Reposition the shelf evenly and leave it be. Clamping is usually not needed, but all four corners need to be **DOWN** on the mobile base. Take care not to bump it out of position.

## CONGRATULATIONS!!!

Your Versidex™ MEGA-new ROLLING STAND is now completed. Good job! Add up your total time to assemble the stand, if you kept a record of it, and email your results to us, please, so we can track real first-time-through-it users and update our assembly time projection if necessary:  
contactus@versidex.com

Continued:

Hardware bags summary for the Rolling Stand:

- Bag #1            8 each of: (to mount the two stretchers)  
                          1/4" x 1-1/4 carriage bolts  
                          1/4" flat washers  
                          1/4"-20 nylock hex nuts
- Bag #2            8 each of: (to mount the lower shelf)  
                          #14 x 3/4" slotted hex head screws with integral washer  
                          1/4" external tooth washers
- Bag #3            4 each of: (to attach the stand to the mobile base)  
                          5/16" x 3/4" long hex head screws with small integral washer  
                          5/16" external tooth washers  
                          &  
                          2 each of: (to mount the crossbeam)  
                          2-1/2" FastCap square drive screws, black

There are just these three bags used for the ROLLING STAND. The other parts in the 13x13x7" box will be used in assembling the MEGA itself. Unpack the rest of the box according to the instructions for the MEGA itself, not right now. Really!

CONTINUE ON with:

“Part II: Assembly and Set-Up Instructions for the  
 31" Versidex™ MEGA-ncw Indexing Accessory Fixture”.