



## THE ORIGINAL PLATE JOINERY INDEXING SYSTEM

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### Part I

#### Assembly Instructions for the

#### 31" Versidex™ 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.

To assemble the ROLLING STAND, begin with the MOBILE BASE.

#### 1. MOBILE BASE:

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

b. You have already removed the strapping, the container lid, and the instructions. 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, UNDERSIDE of the mobile base. Put the base on a clean bench surface with the sticker UP, and closest to you.

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 you will have a problem with their product.

d. Lay out the 4 casters on the mobile base so that the 2 locking wheels are closest to you (at the “F” end), and the free-swivelers are away from you. If properly positioned, the orange “F” sticker will be between the two locking wheels. Using a phillips driver, attach the 4 casters using their predrilled holes. 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 fully & let dry.

e. This job is done. Set the MOBILE BASE aside for now.

## 2. LEG ASSEMBLIES:

a. **HARDWARE:** Locate the 2 boxes of LEG ASSEMBLY PARTS that were drop-shipped from Global Industries. 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.

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. We’re including this 6mm hex key in the packet with these instructions.

c. **HARDWARE:** Locate the included hardware packed with the leg assemblies. Sometimes the plastic baggie splits open and nuts and bolts are spilled all over. 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.

d. Follow the Global leg assembly instructions, assembling 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 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 the benchtop) and then move that assembly to the floor and continue.

e. When they're both assembled, position the leg assemblies, still upside down, about 33" apart on the benchtop. They'll balance themselves, but be very careful not to knock them over. The ideal way to position them is to lay them ACROSS a bench that is 18"-24" wide so that about 6" of your new metal legs are hanging off each side of the bench. If you can't create this arrangement, have just one side of ends overhang the bench side by about 6" or so.

### 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 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 and its "neon lime green" sticker with an "F" on it. Remember the sticker, but 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. 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 their scrap cut outs, and the foam-wrapped CROSSBEAM, but DO NOT lift them at all until they reach the cardboard container lip, and then lift only the amount required to clear the edge of the container. Once the other ends are clear of the orangy-tan PRESSURE BAR at the AIR CLAMP ASSEMBLY, pick them all up and move them to your bench. Set the arched cut outs aside for now. You will use them for an air clamp test later.

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 STRETCHER that has 4 small screw holes on one face (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: ¼-20 x 1 ¼” carriage bolts, ¼” flat washers, and ¼-20 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 so that the stretcher’s edge aligns with the outside edge of that leg. Use the leg hole that will leave an 8” or so gap between the straight edge of the stretcher and your work surface. Let the other end sit on your bench.

i. Take **TWO** ¼-20 nylock nuts and drop them into your socket. Put a washer on the bolt and spin on the first nut using the driver to draw the bolt into the nylock resistance. **DO NOT** tighten the nut yet. Then pull the nut driver off and drop another nut into the socket. Next, do the other end of that same stretcher, and then the other two bolts, but **DO NOT** fully tighten the nuts yet.

j. Tap out the extra nut in the socket. Continue tightening the nuts onto the bolts, but **STOP** again just when the square neck of the carriage bolt begins to draw into the melamine. **GO ON** to the next bolt then, until all **FOUR** are snugged up that way. **STOP** for now.

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** the other stretcher, 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 reaches 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 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 in on the benchtop.

n. If it has twisted, **GET A HELPER** and move the entire assembly down onto a clean area of the floor. 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 more helpful than measuring the diagonals from leg to opposite corner leg. **FINISH** tightening up all 8 nuts & bolts.

#### 4. LEG EXTENSIONS:

a. **HARDWARE:** Locate the black 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 is often rough), 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". 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 and wood block.

e. The stretchers span and create the FRONT and the REAR of the stand. This can be confusing because the FRONT is wider than the sides are long, not a typical orientation. 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 mobile base. Remember that it had a neon lime green sticker with an "F" on it. This sticker indicates the UNDERSIDE and it remains UP during this next phase.

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 to Step 5 and continue. 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. With the "F" sticker UP and your helper assisting, hold the shelf so that you are at the sticker end, and your helper is across from you. The shelf is to slide into 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.

e. 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. 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.

Tighten 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.

f. 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 locking front wheels CLOSEST to you, that being the FRONT of the mobile base. They don't need to be locked for this. Remember it will be WIDER in front of you, and that may seem a little weird, but you're good if it's that way. 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, maybe a 1/2" socket and ratchet, but no extension (very little headroom)

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 6c.

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). Do not over tighten. Just 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

d. Stand at the FRONT of the rolling stand (where there are 2 locking wheels AND a stretcher with a decal) 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 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 should be about flush, but maybe not exactly.

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

Hardware bags for the Rolling Stand:

- Bag #1            8 each of:  
                     1/4" x 1-1/4 carriage bolts  
                     1/4" flat washers  
                     1/4"-20 nylock hex nuts
- cont.
- Bag #2            8 each of:  
                     #14 x 3/4" slotted hex head screws with integral washer  
                     1/4" external tooth washers
- Bag #3            4 each of:  
                     5/16" x 3/4" long hex head screws with small integral washer  
                     5/16" external tooth washers
- and 2 each of:  
                     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 that box according to the instructions, not now.

CONTINUE ON with:

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