pitney bowes

Mailing
Inserting

Relay® 2500, 3500, and 4500 Folder Inserters

The simple way to faster, more accurate mail

Sending customer communications like invoices, statements and notices is vital to your business.
However, the complicated process of preparing mail can cause delays and errors that lead to missed deadlines and unhappy customers. The Relay series folder inserters remove the complexity of assembling mail, so you get the right message to the right customer on time, every time.

Simple meets proven.
Relay folder inserters were designed with the needs of your entire team, regardless of expertise. Even if you're not technically inclined, you can be running mail with minimal effort. The large color touchscreen makes it easy to setup and select job settings. The powerful user experience is built around a tried and proven platform, giving you the confidence that your mail will be assembled quickly without interruption.

Simplicity
Designed to eliminate complexity for any level user.

Accuracy
Eliminate costly delays due to manual errors.

Productivity
Keep your mail process moving with fast, uninterrupted performance.

Increased speed with added security

The barcode reading technology of the Relay inserter accelerates the mailing process. Plus, it adds an extra layer of security to ensure the right documents are sent to the right person. The advanced camera reads instructions that are contained in the barcode to automate variable-page mail. That eliminates the need to manually sort documents by page count. Your mail will be processed with superior accuracy without sacrificing speed.

Pitney Bowes document enrichment software options make adding security simple. Our SaaS or on-premise software adds barcodes directly to your existing documents without the need to involve your IT department. You can take advantage of additional value by being able to correct address data, qualify your mail for postal discounts, enhance formatting, and even create and send digital versions of your documents.

The Relay folder inserters deliver simple, accurate, and reliable mail processing.

Sheet feeder: Each feeder can feed single or multiple page sets. Feeders can handle letter or legal size paper.

Mail piece integrity: Optional OMR or 2D camera provides intelligence to automatically sort and collates variable page documents.

Insert feeder: Dedicated feeder that automatically or selectively inserts pre-folded brochures, marketing inserts or reply envelopes

Envelope feeder: Handles various letter-sized envelopes including #10 and 6 x 9 ½" envelopes.

User interface: Touchscreen makes it easy to set up and retrieve jobs. Start mailing in seconds.

Output options
Optional vertical power stacker maintains print order and holds up to 500 finished envelopes.

Standard drop stacker shown below.

Flexible paper handling
Choose the right fold type for your job. Folding options include C, Z, Single (half), and double-fold.

C-fold

Z-fold
(accordion fold)

Single fold
(half fold)

Double fold
(parallel)

We'll help you choose the right features for your application.

		Relay 2500	Relay 3500	Relay 4500
Sheet feeder				
	Designed for lower volume applications requiring only a single document type to be folded and inserted.	✓	–	–
	Allows you to fold and insert two types of documents. Double your capacity by linking the feeders for total capacity of 650 total sheets.	–	✓	✓

		Relay 2500	Relay 3500	Relay 4500
Envelope feeder				
	100-envelope capacity tray can handle variety of letter envelope sizes.	✓	✓	–
	High capacity envelope feeder Increases capacity of up to 300 envelopes and improves ease-of-use.	–	–	✓

A user experience designed with you in mind.

Responsive touchscreen

Automated adjustments

Easy-to-follow guides

Quick job selection

Specifications for Relay® 2500, 3500, and 4500

System	Relay 2500	Relay 3500	Relay 4500
Cycle speed	2,500 per hour	3,000 per hour	3,500 per hour
Monthly capacity	Up to 10,000/month	Up to 20,000/month	Up to 42,500/month
Feeder Configuration	1 Sheet Fdr, 1 large insert fdr, outer envelop feeder	2 Sht Fdr, 1 large insert fdr, outer envelope fdr	2 Sheet fdr, large insert fdr, high capacity envelope fdr
Fold options	C, Z, Half (V), Double	C, Z, Half (V), Double	C, Z, Half (V), Double
Integrity Options	OMR, 2D (C Fold Only)	OMR, 2D (All Folds)	OMR, 2D (All Folds)
Sheet feeder capacity	325	325 each	325 each
Insert feeder capacity	300	300	300
Envelope feeder capacity	100	100	300
Programmable jobs	20	20	20

Physical specifications			
Tabletop dimensions	28" L x 21" W x 25" H (711mm x 533mm x 635mm)	28" L x 21" W x 25" H (711mm x 533mm x 635mm)	39" L x 21" W x 25" H (991mm x 533mm x 635mm)
Full installed dimensions	42" L x 21" W x 25" H (1067mm x 533mm x 635mm)	42" L x 21" W x 25" H (1067mm x 533mm x 635mm)	42" L x 21" W x 25" H (1067mm x 533mm x 635mm)
Weight	139 lbs / 63 kg	145 lbs / 66 kg	158lbs / 72 kg

*Based on 20lb / 75 gsm

pitney bowes

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For more information,
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