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
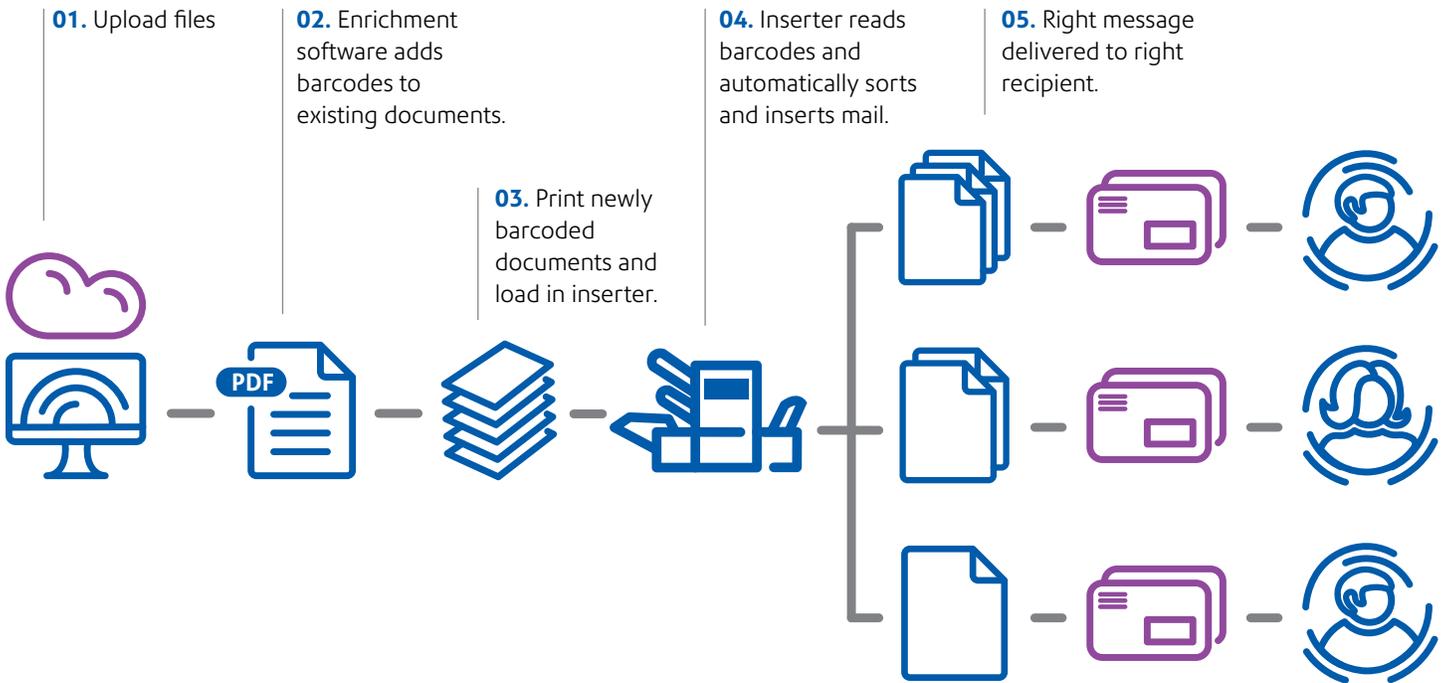Eliminate costly delays due to manual errors.

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.

01. Upload files

02. Enrichment software adds barcodes to existing documents.

03. Print newly barcoded documents and load in inserter.

04. Inserter reads barcodes and automatically sorts and inserts mail.

05. Right message delivered to right recipient.

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

	Relay 2500	Relay 3500	Relay 4500
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