



Mailing
Inserting

Relay® 3500 folder inserter

Productivity and confidence is built in

Eliminate the time-consuming task of folding and inserting your mail with the Relay 3500 folder inserter. Our simple user experience is designed on a tried and proven platform that enables you to finish up to 20,000 mail pieces per

month. With accuracy and reliability built in, your team gains confidence knowing that your critical mail is getting out the door accurately on time, every time, without errors.

The Relay 3500 folder inserter provides simple, accurate, and reliable mail assembly.



Simplicity
Thoughtfully designed for any user.



Accuracy
Eliminate costly delays due to manual errors.



Productivity
Keep mail process moving with fast, uninterrupted performance



Specifications for Relay 3500

System	Relay 3500
Cycle speed	3,000 per hour
Color touchscreen UI	Standard
Monthly capacity	Up to 20,000/month
Feeder configuration	2 Sheet feeders, 1 insert feeder, outer envelope feeder
Fold options	C, Z, Half (V), Double
Integrity options	OMR, 2D
Cascade from sheet feeders	Yes
Envelope sealing	Standard
Accumulate before folding	
C or Z fold	up to 5 sheets*
Half fold	up to 10 sheets (2 groups of 5)*
Double Fold (Legal Paper)	up to 3 sheets*
Sheet Feeder Tray(s)	
Capacity per tray	325 sheets 20lb/75gsm paper (650 sheets total)
Paper sizes	Minimum: 7" (178mm) Width x 7" (178mm) Length Maximum: 9" (229mm) Width x 16" (406mm) Length
Paper weights	Minimum: 18lb/ 70gsm Maximum: 32lb/ 120gsm
Insert Feeder Tray	
Capacity	300
Media sizes	Minimum: 5" (127mm) Width x 3.25" (82mm) Length Maximum: 9" (230mm) Width x 6" (152mm) Length
Media weights	Minimum: 20 lb/75gsm (non-folded cut sheet), 16 lb/60 gsm (folded material) Maximum: 50 lb/180gsm (single sheet) maximum compressed thickness of .078" (2mm)
Envelope specifications	
Capacity	up to 100
Envelope Sizes	Minimum: 3.5" (88mm) Deep x 8.5" (220mm) Wide Maximum: 6.5" (164mm) Deep x 9.5" (242mm) Wide
Envelope weights	Minimum: 17lb (65gsm) Maximum: 26lb (100gsm)
Programmable jobs	20
Physical specifications	
Tabletop Dimensions	28" L x 21" W x 25" H (711mm x 533mm x 635mm)
Full Installed dimensions	42" L x 21" W x 25" H (1067mm x 533mm x 635mm)
Weight	145lbs (66kg)
Accessory Physical specifications	
	Vertical Power Stacker Installed Length: 14 inches /356 mm Height: 24 inches /610 mm
	Drop Stacker Installed Length: 10.5 inches / 267mm)

*Based on 20lb/ 75gsm

pitney bowes 

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**RECYCLE
PLEASE** 
recycleplease.org

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