pitney bowes

Shipping & Mailing
Inserting

Relay™ 1000 folder/inserter

The easy way to automate mail folding and inserting.

Quickly fold, stuff and seal your envelopes.

Sending invoices, statements, letters and promotions is critical to your business. However, folding paper and stuffing envelopes by hand is an unnecessary waste of time and resources. For consistent, accurate, and dependable results, look to the Relay™ 1000 inserting system.

Don't just meet your goals. Exceed them.

A compact system designed to take the labour out of your hands, the Relay 1000 inserting system helps maximise your time and space wisely. That allows you to focus on what you do best. By automating your mailings, you'll be able to spend your time building your business and delivering value to your customers.

With the Relay 1000, you can:

- Correspond with customers more regularly.
- Add revenue-generating inserts.
- Improve the security of your mail with envelopes that stay sealed.
- Align mailing addresses for a precise fit in envelope windows, to help get your mail to its destination.
- Deliver frequent promotional mailings.
- Improve efficiency and move away from tedious manual inserting.

Relay™ 1000 features

Envelope feeder
Large envelope capacity envelope capacity also lets you load material on the fly for continuous operation.

Control panel
The simple interface makes job selection easy. Just press and go.

Convenience feeder
Give everyday mail a professional look by feeding up to 3-pages stapled or unstapled.

Sheet feeders
Load up to 160 sheets using the optional second sheet feeder.

Insert feeder
Add impact to your mail piece with a pre-folded brochure, notice or reply envelope.

Fold-only function
Machine fold your brochures and flyers for letterbox or promotional distribution.

Drive higher performance with the Relay™ 1000 inserting system.

Productivity: Automating mail folding and inserting saves time.

Accuracy: Eliminate costly delays in mailing due to manual errors.

Out of the box operation: Plug it in, load your materials and you're ready to produce.

Flexible processing: Invoices, statements, letters, promotions and other correspondence are folded, inserted and securely sealed in envelopes, ready for mailing.

Versatile: Automatically fold and insert up to two A4 sized sheets into a DL envelope.

Drive sales: Add a promotional insert or reply envelope to your communications to help grow your business.

Save time and reduce the need for manual labour: Our system processes 15 pieces per minute and is six times faster than manual processing.

Speed cash flow: Invoices get out faster. That means that your payments come back to you sooner.

Easy to use: All the controls are right at your fingertips with prompts clearly displayed on the control panel.

Notable attributes:

- Insert/fold setting
  - Programmable for fold/insert or fold-only modes
- Double document detection
- Resettable mail piece counter
- Selectable seal or no seal modes

Traditional mailing

Gather printed documents, inserts and outer envelopes

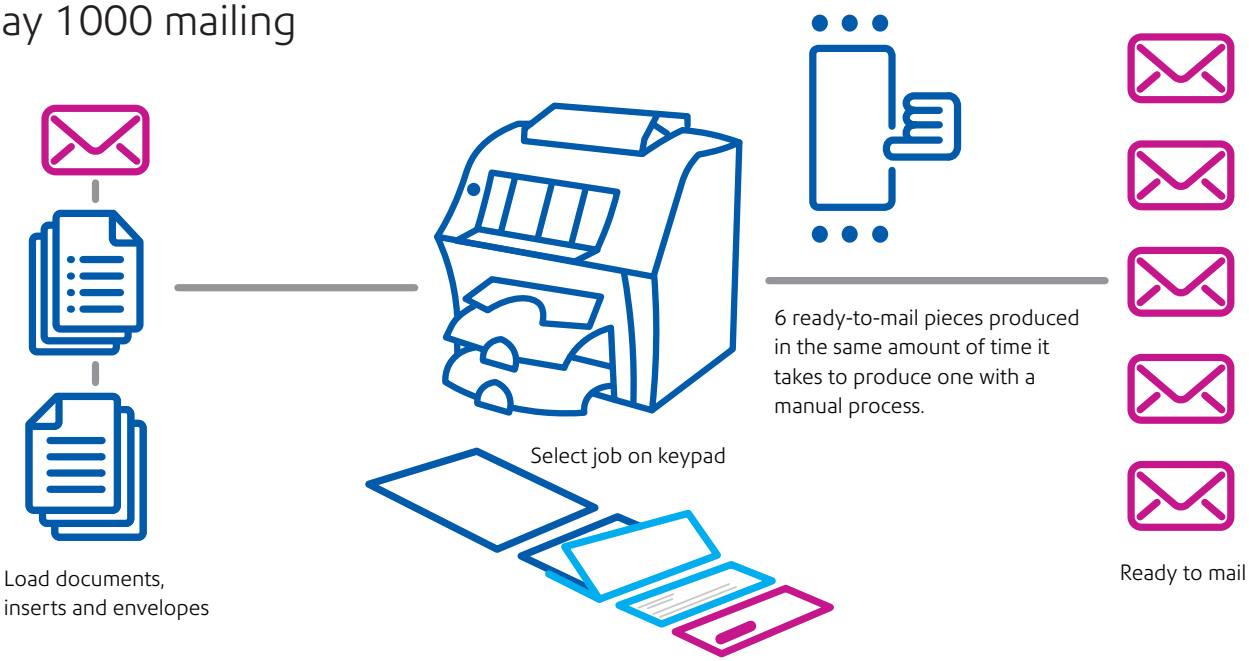
Manually fold documents

Select and include appropriate inserts

Manually insert collation into envelopes

Ready to mail

Relay 1000 mailing



Load documents, inserts and envelopes

Select job on keypad

6 ready-to-mail pieces produced in the same amount of time it takes to produce one with a manual process.

Ready to mail

Specifications	
Throughput	900 per hour, up to 15 pieces per minute
Monthly capacity	4,000
Max number of feeders	3 (2 sheet and 1 insert)
Collated inserting	Yes (Up to 2 sheets)
Fold options	Standard C fold
Sheet feeder	
Capacity	80 sheets per tray (Up to 160 sheets)
Paper sizes	A4: 210 mm x 297 mm
Paper weights	75 gsm to 90 gsm
Insert feeder	
Capacity	60
Sizes	Width Min: 127 mm, Max: 225 mm Depth Min: 86 mm, Max: 114 mm
Material weight	Folded 70 gsm to 90 gsm. Unfolded 70 gsm to 200 gsm
Convenience feeder	
Daily mail/manual/convenience feeder	Up to 3 sheets stapled or unstapled
Envelope feeder	
Capacity	60 envelopes
Sizes	DL: Width: 225-235 mm, Depth: 110-121 mm
Envelope weights	70-100 gsm
Physical dimensions	
Width	440 mm
Depth	530 mm
Height	365 mm
Height with optional 2nd sheet feeder	440 mm
Weight	17 kg without optional sheet feeder 27 kg with optional sheet feeder
Electrical	240 V, 50 Hz, 1 A

Relay™ 1000 inserter precisely folds, inserts and seals up to 900 pieces per hour.

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