

### 3-3 How to take a train or subway in the Tokyo metropolitan area

#### When using a train ticket

1. At the station, find a ticket vending machine.
2. Look at the large map or chart displayed above the machine and find the name of your destination.
3. The fare is indicated next to the name of your destination. (At major stations, this is written in English. If there is no fare information in English, ask a station attendant for assistance.)
4. Insert coins or bills into the ticket vending machine and press the button that indicates your fare.
5. Inserting your ticket into the automatic ticket gate slot will open the gate. Some ticket gates are for IC cards only.
6. Go through the gate and retrieve your ticket from the other end.
7. If there is no automatic ticket gate, hand your ticket to the station attendant near the gate.
8. Keep your ticket with you as you will need it to exit the automatic ticket gate at your destination.
9. Your ticket will not be returned once you have passed through the gate at your destination.

#### When using a prepaid IC card

Suica or PASMO card, a prepaid e-money IC card, can be used for transportation and shopping in the Tokyo metropolitan area. There is no need to buy a ticket from a vending machine, but you have to charge your card before using it. Then, just touch your Suica/PASMO card to the card reader at the ticket gate at your starting point and destination, and the fare will be automatically deducted from your Suica/PASMO card. The Suica/PASMO card can also be used for subways and buses.

#### How to purchase a prepaid card

When purchasing a new Suica/PASMO card, find a machine that handles tickets and commuter passes. Select the card you want to purchase (normal card or commuter pass). Select the initial amount to charge your card with (500 yen will be used as a deposit no matter which amount you choose). Insert the selected amount into the machine and receive your card. You can charge your card at any vending machine that handles cards.



Vending machines and fare tables in map or chart form above the machines



Vending machine for tickets and charging of PASMO/Suica

#### Common tips

1. When taking JR limited express trains (Tokkyu [特急]), you are required to pay an additional fare.
2. You can buy Tokkyu [特急] tickets at the ticket counter. You can also reserve your seat for limited express trains at this time for an additional fee.
3. If people have queued on the platform, you should stand behind the last person in the queue. If you are taking a limited express train and haven't reserved a seat, queue in the area where the unreserved seats cars stop.
4. When a train arrives, wait until people get off the train, then get in and find your seat. When you are taking a subway or local train, you can sit on any seat that you find vacant.
5. Try to avoid taking the subway or local trains bound for central Tokyo during weekday rush hours as the trains are extremely crowded.
6. If you need additional help for JR lines, call the JR East Infoline, a telephone-based service providing JR East transportation information in English, Chinese and Korean, on +81-(0)50-2016-1603. For other train or subway companies, call the Tourist Information Center on +81-(0)3-3201-3331.