How to Reserve a Seat with a Rail Pass
Using a Reserved Seat Ticket Vending Machine

As a holder of the JR TOKYO Wide Pass and/or Hokuriku Arch Pass, you can reserve seats for Shinkansen, limited express trains, and others for up to four people at one time at a reserved seat ticket vending machine. Note: Reservations can be made at a reserved seat ticket vending machine up to six times. For additional seat reservations, please visit a JR Ticket Office.

Reserved seat ticket vending machine (actual device may differ)

1. Press the “Reserved Seat” button and insert one or more rail passes into the ticket vending machine

Press “Reserved Seat” on the screen

Press “Reserve seat with discounted ticket”

Insert one rail pass into the reserved seat ticket vending machine for each person’s reservation
2. Enter the departure and arrival stations and the boarding date and time

Using the screen as a guide, enter
- the departure and arrival stations
- the date and time (of either departure or arrival),
in that order.
(Use dates are limited to the campaign period listed on the face of the ticket)

● Departure and arrival station input

Enter the desired station names using the keyboard displayed on the screen

● Time input

Enter the desired time using the keyboard displayed on the screen

After double-checking the input, press the “Search” button
3. Select a train combination, car, and seat

- **Train combination selection**
  
  Select the desired train combination

- **Car and seat selection**
  
  Select from the available buttons

If selected train is OK, press “Confirm”

Select the desired seat

**Key**

○: Seats are available. A number of seats remain.

△: Seats are available. Only a few seats remain.

x: No seats are available. Select a different train or use a non-reserved seat.

Seat selection from a seat map is available for some trains
4. Reservation confirmation and ticket issuance

Check to make sure the reservation details shown are correct. If everything is correct, press the “Confirm” button.

The reserved seat ticket vending machine will return/print out your:
- rail passes
- seat reservation tickets

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**Step 2**

**How to Use the Automatic Ticket Gate**

Insert your ticket into the automatic ticket gate!