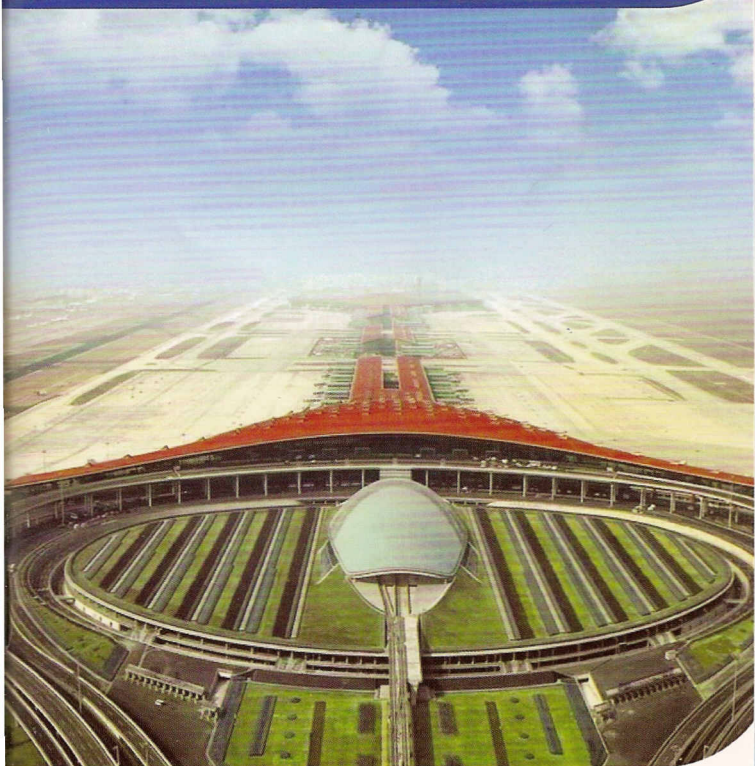


T3 Guide

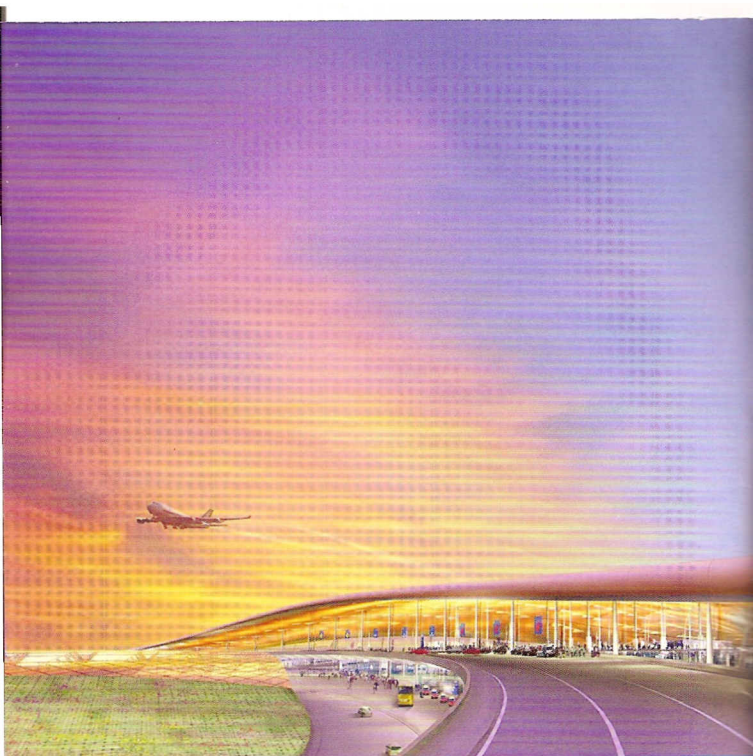
# Domestic Departure

[www.bcia.com.cn](http://www.bcia.com.cn)



北京首都国际机场股份有限公司  
Beijing Capital International Airport Co., Ltd.





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## Domestic Departure Catalogue

Introduction to the Terminal 3 **P.1**

Introduction to International Departure **P.4**

International Penarture & Introduction to Service **P.10**  
Facilities

*The Capital Airport of Beijing has tried its best to ensure the timeliness and accuracy of the handbook. However, due to the practical operation of the airport, some contents still need to be renewed and changed. Therefore, there may be unconformities of the printed handbook compared with the practical operation. We are sorry for the inconvenience to you.*

Website: [www.bcia.com.cn](http://www.bcia.com.cn)

Enquiry Hotline: (8610)64541100

Pressed in Mar. 2008



New Beijing, Great Olympics,  
New Window to the Outside

# New Start

The T3 of the Capital Airport of Beijing is planned to be brought into use in two phases which start from:

**Feb. 29th, 2008 and Mar. 26th, 2008.**

The terminal building will be different according to different airline companies. Please check your ticket before entering terminal buildings.

## T1



CZ China Southern Airlines



MF Xiamen Airlines

## T2



MU China Eastern Airlines



CZ China Southern Airlines



ZH Shenzhen Airlines



EU United Eagle Airlines



OQ Chongqing Airlines



HU Hainan Airlines



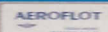
Beijing-Shanghai Air Express



KE Korean Airlines



CO Continental Airlines



SU Russian International Airlines



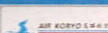
AF Air France



KL KLM Royal Dutch Airlines



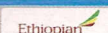
NW American Northwest Airlines



JS Air Koryo



KC Air Astana



ET Ethiopian Airlines Share Co.



PK International Airlines



E3 Domodedovo Airlines



PR Philippine Airlines



GA Garuda Indonesia Airlines



XF Vladivostok Air



UM Zimbabwe Airlines



7B Krasnoyarsk Airlines

## Domestic Departure Guide



MH Malaysia Airlines



OM Mongolia Airlines



FV Aviation Enterprise Pulkovo



UL Sri Lanka Airlines



T5 Turkmenistan Airlines



VV AeroSvit Ukrainian Airlines



HY Uzbekistan Airlines



IR Iran National Airlines



H8 Far East Airlines



VN Vietnam Airlines



HZ Sakhalin Airlines

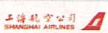
## T3



CA China International Airlines



SC Shandong Airlines



FM Shanghai Airlines



3U Sichuan Airlines



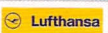
Beijing-Shanghai Air Express



OS Austria Airlines



SK Scandinavian Airlines



LH Germany Lufthansa Airlines



OZ Asiana Airlines



AC Air Canada



UA United Airlines



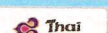
NH ANA Airlines



TK Turkey Airlines



MS Egypt Airlines



TG Thai Airways International



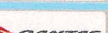
SQ Singapore Airlines



AY Finnair



CX Cathay Pacific



QF Australia Qantas Airways



BA British Airways



JL Japan Airlines



KA Dragon Air



EK Emirates Airlines



LY Israel Airlines



QR Qatar Airways



S7 Russia Novosibirsk Airlines



NX Air Macau



LO Poland Airlines



EY Emirates Etihad Airlines

Domestic airline companies

International airline companies

"Beijing-Shanghai Air Express"'s operation mode in Capital Airport

After T3 Depot Building was put into formal use, Beijing-Shanghai Air Express starts operation at T2 and T3 at the same time. These two depot buildings make use of uniform signs, have their own check-in counters, safety-checking passages, boarding gate and luggage reclaim area, and realize centralizing handling check-in procedures, safety-checking area, waiting and boarding area and the luggage reclaim area. National Airlines and Shanghai Airlines are in T3 while Eastern Airlines, Hainan Airlines and Southern Airlines are in T2. Passengers can switch between the flights of various air express companies on that day and various companies should define the depot buildings of the passengers' flights in the ticket.



## Time of Flight

The time for transfer flight shall refer to the flight timetable issued by the Civil Aviation Administration of China. In case the flight which shall take off before 00:00 of the transfer day (Feb. 29th or Mar. 26th) is delayed, please go to the T2 or listen to the information of the airline companies.

## Global Transportation



Airport  
bus

Passengers are able to reach T3 by the buses for civil aviation which start from Xidan, Beijing Railway Station, Gongzhufen, Fangzhuang, Zhongguancun & Wangjing. The passengers by private vehicles or taxis shall drive out of the way-out of the southern line of the airport of the airport highway and reach T3.



Taxi

The passengers by private vehicles or taxis shall drive out of the way-out of the southern line of the airport of the airport highway and reach T3.



Ferry  
Push Car

There are special roads connecting T1, T2 and T3s of the Capital Airport of Beijing which provide transfer service for travelers among terminal buildings.

\* The 2nd Highway of the Airport and the Airport Express have not been finished yet until the Transportation Commission of Beijing releases the opening time officially.

\* The southern line of the airport will be opened at 0:00, Feb. 28, 2008.



## Buses among terminal buildings



In case you enter the wrong terminal building, please take the bus (free) to go to the right terminal building. Specific communication channel passenger ferry car are set between the No. 1, No. 2, and No. 3 building of Capital Airport, which can provide transit service to passengers and vehicles.

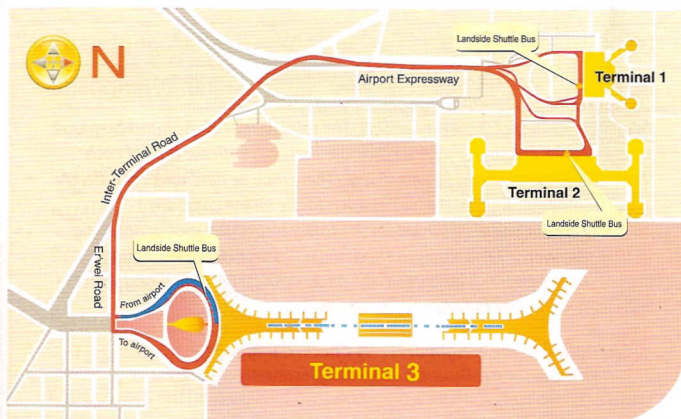
### Time Table:

06 : 00-23 : 00 10min/run

23 : 00-06 : 00 (following day) 20min/run

### Route and Stops:

T3 Arrival Floor→T2 Departure Floor→T1 Departure Floor  
→T2 Arrival Floor→T1 Arrival Floor→T3 Departure Floor  
→T3 Arrival Floor





# Domestic Departure

## Domestic Departure Guide

### 1.



## Baggage check & boarding pass

### Terminal building confirmation

Please consult the terminal building serving your flight with the airline company or the airport.

### Check-in counter confirmation

Please consult the check-in counter of your flight and other information from the flight information board before going through the boarding registration formalities.

### Baggage check and boarding pass

#### • Baggage Check

Please go through the boarding registration formalities in the right check-in counter with your ticket and ID, get your baggage checked and get your boarding pass.

#### • No baggage check and E-ticket

If you have no baggage check or have E-ticket, please go to the no-baggage-check counter or the E-ticket counter to go through boarding registration formalities.

#### Limitations to hand-baggage:

*International flight passengers: The total weight of the hand-baggage of each passenger shall be no more than 5kg with the bulk of each baggage less than 20×40×55cm (There may be difference for different airline companies. Please consult it to the airline company.)*

*There are baggage baskets in the safety inspection spot or boarding gate for the passengers to check the bulks of their hand-baggage. Those which can be put into the basket can be brought along with the passenger, or they need to be checked.*

#### Limitation to the Weight of Freely Checked Baggage:

*First class-40kg; Business class-30kg; Economy class-20kg*

### The time for various airline companies to start and end handling check-in procedures are:

On 29th of February, the NO. 3 Depot Building of Capital Airport will be put into trial operation. Due to the difference of NO. 3 Depot Building with NO. 1 and 2 Depot Building which are still in operation at present in the aspects of operation procedures etc, the airline companies all adjust their time for start and end the handling of check-in procedures. For the convenience of passengers, we have collected relevant information from the various airline companies in particular for your consultation so as to avoid the inconvenience brought to you due to the change of check-in time.

All the information is pointed only at the corresponding airline company's international flights. The time for starting handling check-in procedures refer to the time period when passengers can start handling the check-in procedures before the scheduled takeoff time and the time for ending handling check-in procedures refer to the time period when passengers should stop handling the check-in procedures before the scheduled takeoff time.

The following table is the time of various airline companies' starting and ending check-in procedures:

Airline Company	Code	The time for starting handling check-in procedures	The time for ending handling check-in procedures
Air China Limited	CA	3:00:00	1:00:00
Shandong Airlines	SC	3:00:00	1:00:00
Shanghai Airlines	FM	3:00:00	1:00:00
Sichuan Airlines	3U	3:00:00	1:00:00
Hainan Airlines	HU	3:00:00	1:00:00
Austrian Airlines	OS	3:00:00	1:00:00
Scandinavian Airlines	SK	3:00:00	0:45:00
Lufthansa German Airlines	LH	3:00:00	1:00:00
Asiana Airlines	OZ	3:00:00	1:00:00
Canadian Airlines	AC	3:00:00	1:00:00



United Airlines	UA	3:00:00	0:45:00
All Nippon Airways	NH	3:00:00	1:00:00
Thai Airways International	TG	3:00:00	1:00:00
Singapore Airlines	SQ	3:00:00	1:00:00
Finnair Airlines	AY	3:10:00	1:00:00
Cathay Pacific Airways	CX	3:00:00	1:00:00
Australian Airlines	QF	3:30:00	1:00:00
British Airways	BA	3:30:00	0:40:00
Japan Airlines	JL	3:00:00	1:00:00
Hongkong Dragon Airline	KA	3:00:00	1:00:00
Emirates Airlines	EK	3:00:00	0:45:00
Israel Airlines	LY	3:30:00	1:00:00
Qatar Airways	QR	3:00:00	1:00:00
Russian Siberia Airlines	S7	3:00:00	0:45:00
Air Macau	NX	3:00:00	1:00:00
Turkish Airlines	TK	*	*
Egypt Airlines	MS	*	*

\* please consult the airline company

The following table is the time of various airline companies' starting and ending check-in procedures:

Airline Company	Code	The time for starting handling check-in procedures	The time for ending handling check-in procedures
Air China Limited	CA	2:00:00	0:45:00

Shandong Airlines	SC	2:00:00	0:45:00
Shanghai Airlines	FM	2:00:00	0:45:00
Sichuan Airlines	3U	2:00:00	0:45:00

As the airline companies may alter the above time in practical operation, we suggest you could consult your airline companies when purchasing the ticket or before your departure for your convenience.

## 2. Security Check



### Certificates

Preparing boarding pass, ticket and valid passport and other certificates in advance and having them checked by the security checker.

### Security Check

In order to guarantee the safety of flight, passengers shall pass through the security check door, with their carry-on baggage (such as key, mobile phone and wallet) checked by the X-ray machine. Thank you for your cooperation.

*An announcement made by Civil Aviation Administration of China on forbidding carrying liquid articles aboard domestic flights*

*In order to safeguard the safety of passengers' lives and properties, CAAC decided to adjust the relevant measures for passengers to carry liquid articles aboard domestic flights. The following is the announcement:*

*1. All passengers are forbidden to carry liquid articles aboard domestic flights, but they can consign their articles to the airline company for transportation and the packaging of the articles should meet CAAC's relevant regulation.*

*2. Passengers can carry a little cosmetic on the trip, but for each kind of cosmetic they can carry only one piece. The cubage of cosmetic containers should not exceed 100 ml. The containers must be put into independent bags and allowed to be checked.*

*3. The tax-free liquids of those passengers who come from abroad but need to take domestic flights in at Chinese airports should be put into*



transparent plastic bags that are sealed and not damaged. They should also bring forth their purchase certificates and accept safety examination.

4. Passengers with babies can apply to the airline company in buying the tickets for free supply of liquid dairy products aboard flights. Diabetics or other patients who need to carry liquid medicines can deliver their medicines to the aircrew for keeping after safety examination.

5. Passengers who board international and regional flights should carry the liquid articles in accordance with the relevant regulations in "Announcement on Restricting Carrying Liquids Aboard Domestic Flights" issued on March 17, 2007 by CAAC.

6. Passengers will shoulder the responsibilities in violation of the above regulations.

This announcement will take effect from the day when it is made.

### 1. Which articles cannot be carried on but be checked?

Except for the articles prohibited to be carried on by passengers or asked to be checked, they include living knives like kitchen knife, scissor and shaver, professional tools like bistoury, butchers' knife and carving knife, knife, spear and sword for performance, ax, chisel, hammer, wimble or walking sticks with pointing nails, alpenstock with iron point and the other knife-edges and blunt articles which threaten the security of flight.

### 2. Which articles can neither be carried on not be checked?

Weaponry, controlled knives, police equipment, combustible and explosive materials (such as lighter gas, alcohol, paint and fireworks), erosive materials, poisonous materials and other dangerous materials.

# 3.



## Flight Waiting & Boarding

### Flight Waiting

Passengers can have a rest in the corresponding waiting area after going through security check according to the number of boarding gate on boarding pass.

### Boarding

Under normal circumstances, you should board at least 30 minutes before the flight departs, please pay attention to broadcasting and flight information display. Please prepare your boarding pass in advance and show your boarding pass when board the flight.

### Tips:

Please confirm the number of boarding gate on your boarding pass and wait for your flight at the appointed boarding gate.

In order to guarantee your boarding, please take good care of your boarding pass. Please do not fold it.



## Airport Service People

We are always available--airport service people, serving you warmly and considerately

- The airport service people at the information desk will provide the information on passenger flow, flight and passenger service facilities in terminal buildings;
- The airport service people will provide special service for the elderly, kids, patient, the disable and the pregnant woman;
- The airport service people will always be available for guiding you in any flow in the terminal building;
- If you need any help in the terminal building, please do not hesitate to contact with the airport service people.  
Working time for the fixed counters: 06:30--End of night flight
- Information telephone (24hours): (8610)64541100

### Distribution of the fixed service spot of airport service people:

T3-C front comprehensive information counter in the fourth floor's E and F check-in area

T3-C back of the fourth floor's C.E and F check-in area

T3-C waiting hall for domestic departure on the third floor

T3-C A Passenger Welcoming Area B

Passenger Welcoming Area C Passenger Welcoming Area on the second floor

T3-E waiting hall for international departure





# Service Facilities



## Time Rest Room

Providing a hotel-style rest place for passengers with single rooms, standard rooms and other service facilities to eliminate your traveling fatigue; passengers can enjoy TV programs and films during rest.

- ◆ : west of public place of arrival hall, 2nd floor, T3-C
- ⌚ : 24 hours a day



Providing full-set hotel-style services, mainly including time rest rooms, small-size conference services, commercial and leisure services, multimedia and reading zone, café, foot fitness, massage, bathing, hairdresser's and beauty parlor services.

- ◆ : east of waiting lobby, international departure, T3-E
- ⌚ : 24 hours a day



## Hotel Consultation

- ◆ : Exit of luggage claim hall, east of domestic arrival hall
- ◆ : Exit of luggage claim hall, west of domestic arrival hall
- ◆ : Exit of luggage claim hall, east of international arrival hall
- ◆ : Exit of luggage claim hall, west of international arrival hall
- ◆ : Public zone of international arrival hall



## Online Hotel Reservation

### e-online hotel reservation

Well-established nationwide hotel reservation network through which a total of 4,300 hotels in 338 domestic cities and over 40,000 star-level hotels in 120 countries and regions are available; the network has established long-term stable partnership with these hotels and thus offers 20% to 70% discount of listed room rates thereof.

- ◆ : Exit of luggage claim hall, east of domestic arrival hall
- ⌚ : 08:00-24:00

### C-trip hotel reservation network

C-trip has a leading center of hotel reservation services in China to provide instant reservation services for members. It has over 28,000 participating hotels in total that are distributed in over 5,900 cities of 134 countries and regions across the world. It not only offers preferential room rates for members, but also has a lot of reserved rooms in major hotels to provide stronger guarantee to members.

- ◆ : Exit of luggage claim hall, west of domestic arrival hall



## Post office

The post office offers you express mail services, postal remittance, book, magazine and newspaper sales, mailing of various types of parcels or letters, public telephone IC and IP card sales, telephone charging card sales, etc.

- ◆ : T3-C east of first floor hall east



## Baggage packing

Under usual circumstances, paper boxes must be packed and soft bags locked. Baggage to be consigned must be packed, locked, and fastened. It can bear certain pressure as well as be unloaded and transported under normal operation conditions. Passengers can decide whether to pack their baggage according to the specific situation.

- ◆ : East side service counter of B check-in passage
- ◆ : West side service counter of K check-in passage

Charging standard: 10 Yuan per piece



## Baggage depositary

- ◆ : T3-C the second floor to the east side of Main Hall's public area
- ◆ : T3-C the second floor to the west side of Main Hall's public area
- ◆ : Service Tel : 010-64558579 (west side of International Baggage Reclaim Hall's exit)
- ◆ : 010-64558580 (east side of International Baggage Reclaim Hall's exit)
- ◆ : Service item : 24 hours baggage depositing and packing service for passengers
- ◆ : Charging standard : 10 Yuan per piece for packing

## Baggage shelf

- ◆ : Baggage's length, width and height are below 65cm 20 Yuan/piece per day
- ◆ : Baggage's length, width and height are between 65cm and 200cm 30 Yuan/piece per day
- ◆ : Baggage's length, width and height are over 200cm 50 Yuan/piece per day



## Baggage reclaim

### Baggage inquiry

If the passengers cannot reclaim their baggage on the turntable or they find the baggage is destroyed, they can go to the Baggage Reclaim Hall's Baggage Inquiry Counter to consult the workers for detailed information.

### (1) Domestic baggage inquiry

- ◆ : north side of the Domestic Baggage Reclaim Hall
- ◆ : Tel: 010-64558226/64558227 (behind the east Domestic Baggage Reclaim Hall's 46th baggage turntable)
- ◆ : 010-64558225 (behind the west Domestic Baggage Reclaim Hall's 33rd baggage turntable)

### (2) International baggage inquiry

- ◆ : west side of the Domestic Baggage Reclaim Hall's exit
- ◆ : Tel: 010-64558233
- ◆ : BGS: east side of the Domestic Baggage Reclaim Hall's exit



### Reclaim of oversize baggage

If the baggage is too large or heavy or has irregular shapes, they will not be sent out from the turntable. The passengers need to reclaim them from the Baggage Hall's Oversize Reclaim Place.

### Domestic Oversize Baggage Reclaim :

3-C behind the 33rd turntable in the Domestic Baggage Reclaim Hall in the east of the second floor T3-C

T3-C behind the 46th turntable in the Domestic Baggage Reclaim Hall in the west of the second floor

### International Oversize Baggage Reclaim:

T3-C behind the 36th turntable in the International Baggage Reclaim Hall on the second floor

T3-C behind the 42th turntable in the International Baggage Reclaim Hall on the second floor



## Bank

Banks provide depositary and credit card services of Renminbi and major foreign currencies. They can also handle the businesses of domestic bills of exchange, checks, transfers, international transfers, foreign current exchanges, proxy sales and cashing of traveler's checks, etc. ATMs and automatic currency exchangers are provided at multiple locations within the terminal building.

### Bank of China

(East of departure hall, 4th floor, T3-C) **3**

### China Construction Bank

(west of departure hall, 4th floor, T3-C) **1**

### Bank of Beijing

(east of public zone, arrival hall, 2nd floor, T3-C)

### Industrial and Commercial Bank of China (west of public zone, arrival hall, 2nd floor, T3-C)

## Foreign Currency Exchange

### ICE

- ◆ : Departure hall, 4th floor, T3-C **2**
- ◆ : Exit of luggage claim hall, east of international arrival hall

### Travelax

- ◆ : Exit of luggage claim hall, west of international arrival hall
- ◆ : Opposite to E19 boarding gate, international lounge

### Hengsheng United

- ◆ : Public zone of international arrival hall Diagonally
- ◆ : Opposite to E20 boarding gate, International lounge, 2nd floor, T3-E



## Business Center

Passengers are provided with the services including fax transmission and receiving, copy, printing, charging for mobile phone (please carry your chargers.) and Internet surfing. The passengers with PCs are also offered with personal workstations.

- ◆ : west of domestic transshipment hall, 2nd floor, T3-C
- ◆ : Digital port, 1st floor, central zone, international lounge, T3-E
- ⌚ : 07:00-21:30



## Medical Service Room

The Medical Service Room provides you with such services as treatment, first aid, ambulance delivery etc. It also has various kinds of first aid medicine and medicine in common use.

- ◆ : T3-C to the Main Hall's west side from the second floor
- ◆ : T3-C between the C06 and C07 boarding pass in the Domestic Waiting Hall on the third floor
- ◆ : T3-E between C07 and C08 boarding pass on the second floor

First aid Tel.: 010-64530120





# 华硕兰博基尼笔记本 极致性能 耀眼光采



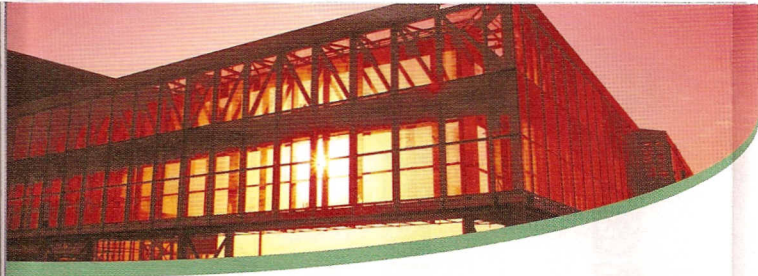
华硕品质·坚若磐石



- 15.4寸高亮度液晶显示屏，锐丽体验纤毫毕现
- 超强NV7700独立显卡，畅快领略视觉飞跃
- 指纹识别系统，尊崇身份唯您独享

LCD 无亮点保证

2年全球联保



## Dressing Room

here are 4 dressing rooms in the baggage claiming hall. Passengers are provided with mirrors, desks, chairs and pothooks to change clothes.

- T3-C south of domestic east baggage reclaim hall
- T3-C south of domestic west baggage reclaim hall
- T3-C south of international baggage reclaim hall



## Children's Recreational Area

The Children's Recreational Area, providing various toys and playing cartoons for children, is the heaven for your kids. The Children's Recreational Area is located at the eastern side of the antehall of the 2nd floor of T3-C.(Underway)



## Mother-and-baby Room

Mother-and-baby room provides a private place for diaper change and breastfeeding. It may also be used as a temporary lounge. It is located beside most lavatories in a building and furnished with baby care table, water pool, seats and other facilities through which mothers can take care of their babies conveniently.



## Telephone for public use

We provides you with New World multimedia telephones at some of the depot building's entrances as well as near each boarding pass in the waiting hall. A special board where you can send E-mail and inquire about various kinds of information is set for each New World Phone. We also provide IC card telephone for you in the various areas of the depot building and set IC card counters or automatic card-selling machines beside some of the IC card telephones.



## Smoking Room

There are 26 smoking rooms in T3.



## Temporary identification card Carry out

Passengers can get temporary identification certificates from the police station's working office for the use of going through boarding procedures. They need a household registry certificate (including electrically transmitted certificate) produced by the police stations where their households are registered and two one-inch photos (black-and-white or color)

- Location: Beside the Domestic Oversize Baggage Check-In Counter on the fourth floor
- Tel: 010-64530015

## One-time certificate Carry out

Personnel who need one-time certificates should go to the Certificate Section of Air Defense Department of Public Bureau with their introduction letters produced by at least vice-ministerial work units for approval. After examination and approval, they must go the One-Time Certificate Office for checking with their introduction letters. When they meet the regulations, the One-Time Certificate Office will give them the one-time certificates for entering the airport's controlling area.

- Location: In the north side of H Pass at the fourth floor's check-in area.
- Tel. of the Certificate Section of Air Defense Department of Public Bureau: 010-64564129
- Tel. of the One-Time Office of 3rd Depot Building: 010-64530069

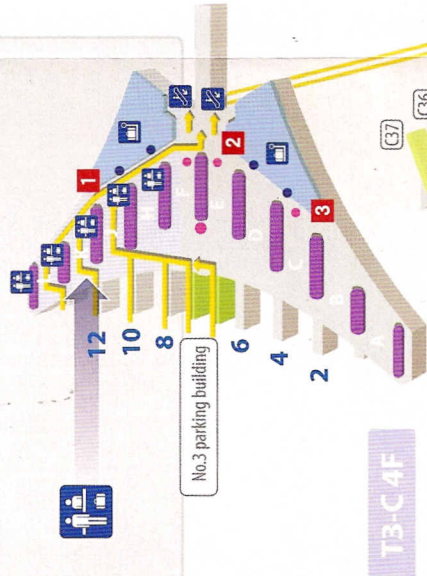




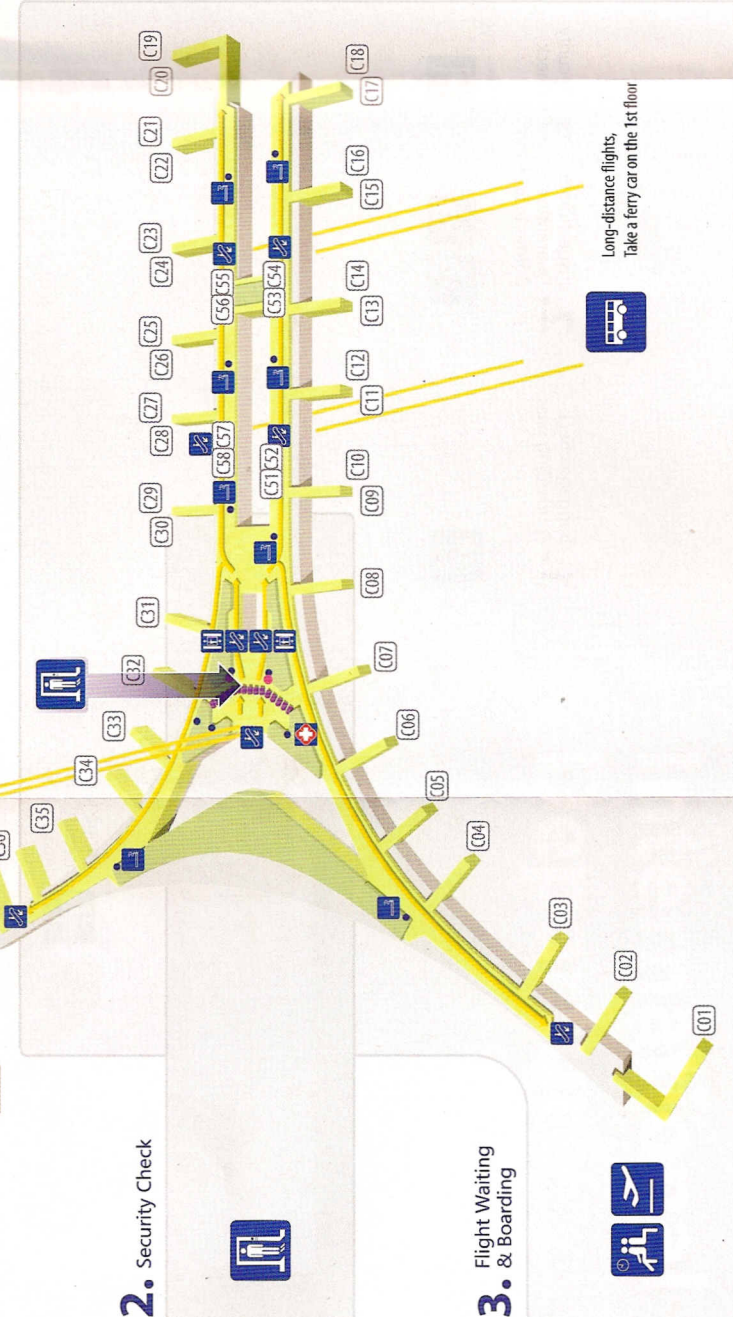
## Flow of Domestic Departure

Domestic departure routes

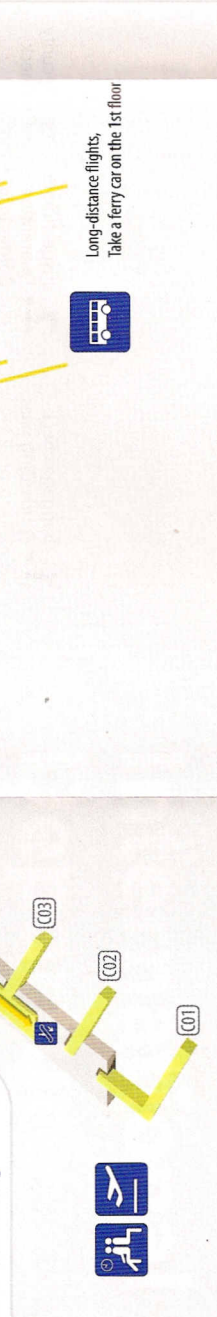
### 1. Baggage check and boarding pass



### 2. Security Check



### 3. Flight Waiting & Boarding



T3-C4F

Going through boarding formalities

T3-C3F

Domestic security check, domestic flight waiting and boarding of domestic near space departure

#### Chart

Information	Toler
Escalator	Escalator Up
Escalator Down	Medical Center
Smoking Area	Check-In
Security Check	Overseas Baggage

T3-C3F

Isolation Area

Public Area

Neglected Area