

特色教室門禁系統更新 使用公告

Featured Classrooms Access Control- Renewed Introduction

教務處 教學服務組

104 年 4 月

特色教室門禁系統更新

- 自即日起，各館特色教室（原本需要借門禁卡的教室：R2004、R2005、R2010、R2011、R3302、R3304、R3306、R3310、R5103）已廢除門禁卡作業，納入場地預約自動排程系統。
正式排課及借用教室者，**已不需要借用門禁卡，將自動於排課及借用時段解除門禁**，以方便進出教室。
- 借用教室請於**使用前三小時**至個人Portal「**場地預約**」申請線上借用，完成手續即可於借用時段內直接進入使用。

Featured Classrooms Access Control- Renewed

Introduction

- From now on, the access of Featured Classrooms (including R2004, R2005, R2010, R2011, R3302, R3304, R3306, R3310 and R5103) will no longer be controlled by Access Control Cards or keys but be replaced by Course Scheduling System.
Users **don't need to borrow Access Control Cards or keys from Teaching Service Section**. The classrooms will be available for courses within schedule or those who have borrowed the classrooms in advance through Portal.
- To book a Featured Classroom, you need to apply on Facilities Booking System through your **Portal at least 3 hours before using**. The classroom will be available for you to access during the borrowing period.

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- 特色教室門禁會在上課時段及借用時段自動解除門禁，並於使用時段**結束後30分鐘自動上鎖**。
- 如果於結束時段30分鐘後尚未離開教室，門會自動上鎖，**請按門邊緊急門鎖開關開門**。
- 課程結束後請於**離開前務必記得關閉教室燈光、冷氣、電腦、及單槍等電源**。
(門鎖開關如下圖示)



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- Featured Classrooms will be unlocked during courses within schedule or borrowing period. **The classrooms will be locked automatically after 30 minutes of using.**
 - If users have to stay longer than 30 minutes while the doors have been locked, **please push the Emergency Access Bottom beside the door to exit.**
 - **Please turn off PC, Projector, air conditioner, and lights of the classroom after a course finishes.**
- (Please see the picture of Emergency Access Bottom as below.)





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Thank you !

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