新版e化教室資訊講桌設備使用說明

Renewed E-equipment Introduction

教務處 教學服務組

102 年 9 月

Gl bal Mobility

自主學習、產學橋接、卓越養成、國際視野

E化講桌更新使用說明

- **102學年度開始將廢除教室刷卡作業，由課務組排課及場地預約系統連結資訊講桌自動排程系統取代。**

- **新E化講桌使用操作步驟：**
  1.直接開啟電腦power開關
  2.面板上之投影機ON
  3.無線麥克風開啟 　　　　即可使用。

- 課程結束後：
  1.電腦正常關機
  2.投影機OFF觸控2下
  3.無線麥克風關閉(省電池)　　即可離開，其餘設備不需額外操作。

因手寫螢幕昂貴且維護不易，**102**學年度已陸續汰換。**如需使用手寫板，請先與教服組聯繫**，將另外幫老師準備。

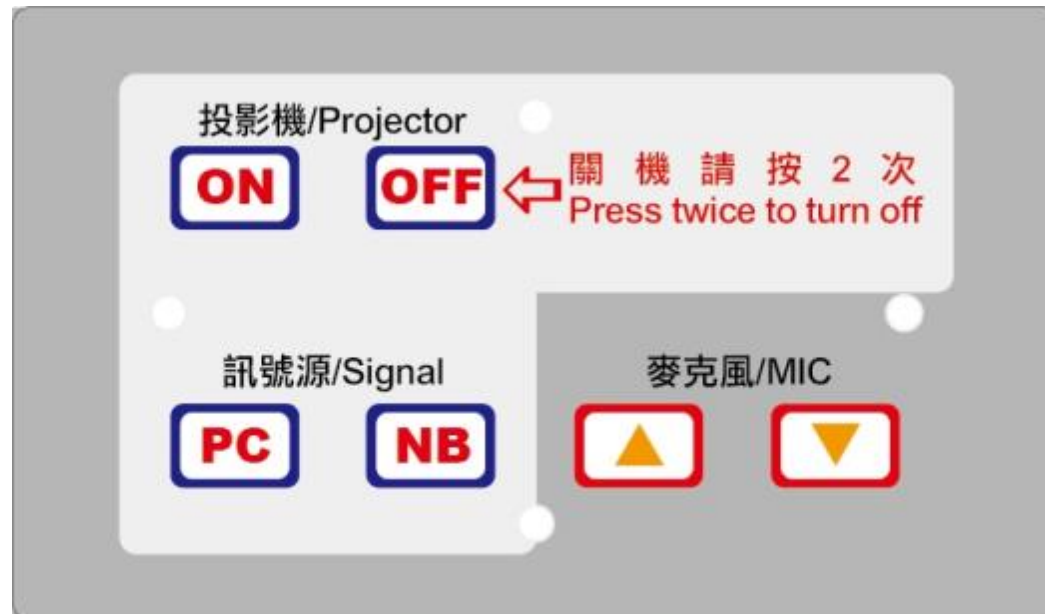# Renewed E-equipment Introduction

- Since 102 Academic Year, the Access Control Card will be replaced by Information Equipment Scheduling System which is connected with Course Scheduling System by Curriculum Section and Facilities Booking System by General Affairs Office.

- Instructions to operate renewed E-equipment
  1. To turn on the computer system.
  2. To press the **On** bottom of projector on the control panel.
  3. To turn on the wireless microphone. Then E-equipment can be used.

- Shut Down E-equipment
  1. To turn off the computer system.
  2. To press the **Off** bottom of projector **twice**.
  3. To turn off the wireless microphone. Then E-equipment will be shut down.

Because Digital Handwriting Touch Screen is expensive and difficult to maintain, it will be gradually replaced. If you need to use Digital Handwriting Touch Screen, please contact Teaching Service Section.

E化講桌更新使用說明

- **除正式排課課程外，需臨時借用教室者，請於使用前四小時至個人Portal "場地預約" 系統申請線上借用，（開門、送電及冷氣需印出三聯單送交總務處）完成手續才可使用。**

（新E化講桌操作面板圖示）

Renewed E-equipment Introduction

- <u>Except courses within schedule</u>, to book classrooms temporarily, you need to apply on Facilities Booking System through your **Portal** at **least 4 hours before using**. Then print out triplicate form and send to General Affairs Office(for access, electricity and air conditioning).

- E-equipment control panel is showed as below
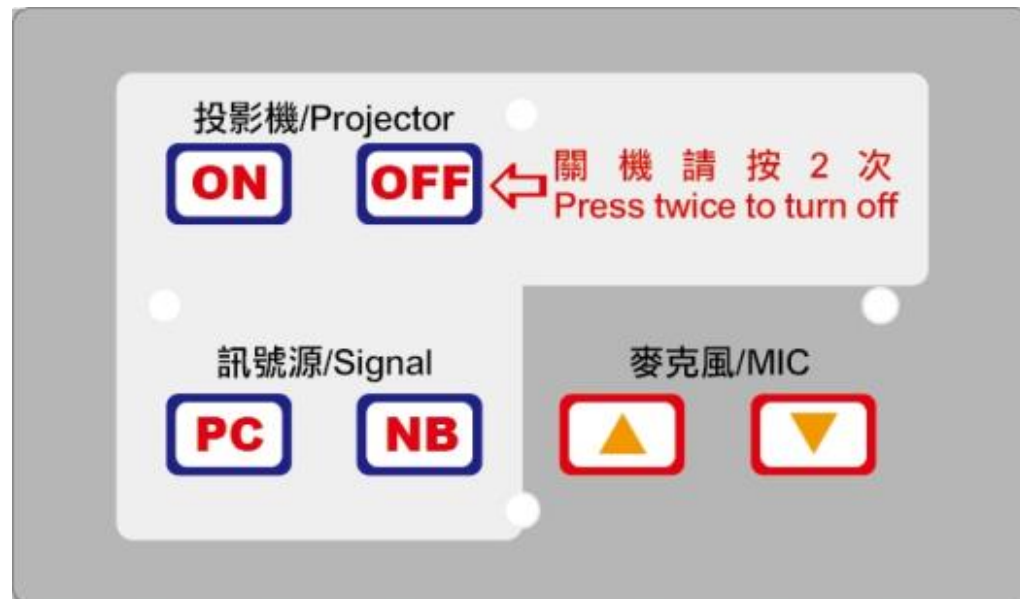
元智大學 Gl⊕bal Mobility
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敬請指教！
Thank you！

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圓志圓智