

计算机实验室使用指引（教师）

Computer Lab Guide (Instructors)

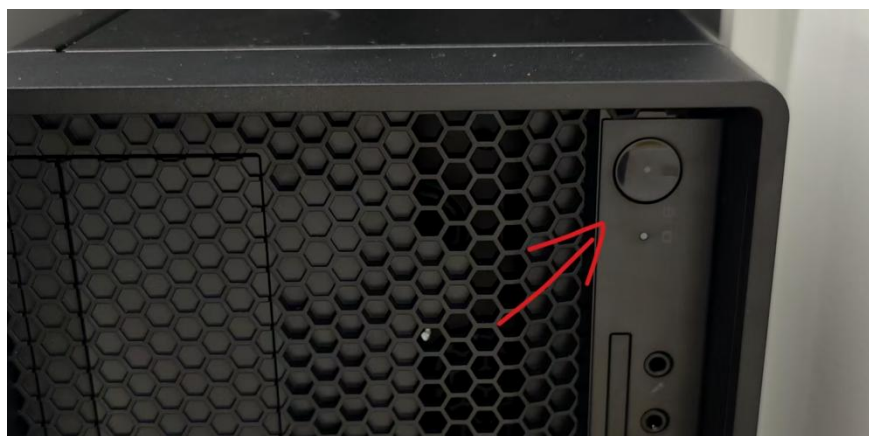
适用对象 Audience: 授课教师/助教 Instructors/TA

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一、上课前 · Before Class

1. 按下讲台电脑电源键。进入 Windows 登录界面后，使用学校 SSO 账号和密码登录。

Press the podium computer power button. At the Windows sign-in screen, log in with your university SSO account and password.



2. 按下讲台前方影音系统电源按钮，等待约 10-15 秒，系统将自动开启音响与显示设备（电视/大屏）。

Press the A/V system power button on the front panel of the podium. Wait about 10-15 seconds for the speakers and display devices (TV/large screen) to power on automatically.

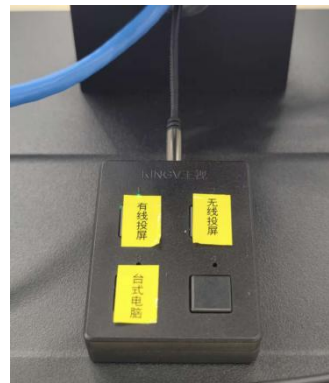


支持三种投屏方式，可通过桌面遥控器切换：

- 台式电脑（默认方式）；
- 有线投屏：使用桌面上的 Type-C 连接线作为信号输入源；
- 无线投屏：使用无线投屏器作为信号输入源。

Three screen-casting modes are supported and can be switched using the desktop remote control:

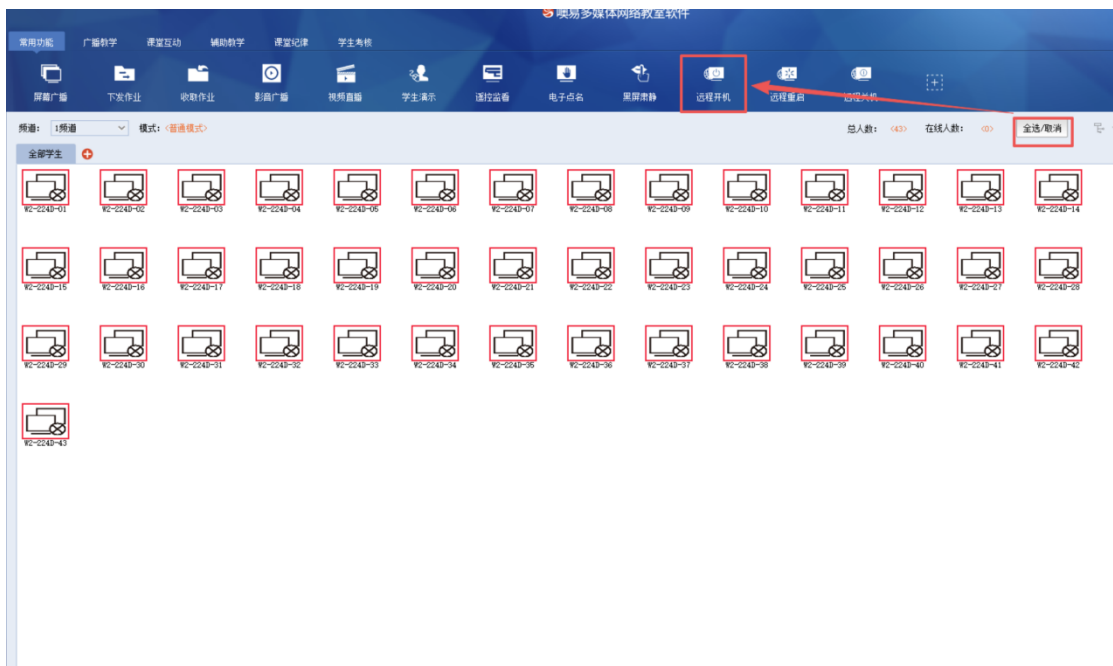
- Desktop computer (default mode);
- Wired casting: use the Type-C cable on the desk as the input source;
- Wireless casting: use the wireless screen-casting device as the input source.



3. 打开噢易多媒体网络教室软件，点击“登录”。进入软件后可查看所有学生机在线状态，并使用远程开机功能批量启动学生机。

Open the teacher client and click "Log In". After signing in, check the online status of all student computers and use remote power-on to start them in batches.





4. 通过噢易多媒体网络教室执行课堂控制操作：屏幕广播、文件分发、锁屏管理等。

Use the teacher client for classroom control tasks, including screen broadcast, file distribution, and screen-lock management.

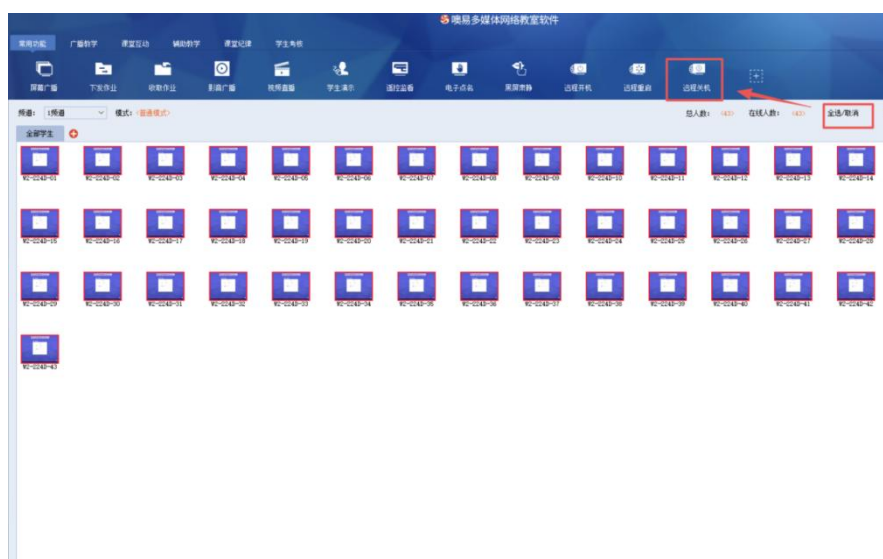
5. 进行批量操作前，请先口头提醒学生保存文件，避免数据丢失。

Before any batch operation, verbally remind students to save files to avoid data loss.

二、下课后 • After Class

1. 通过噢易多媒体网络教室端远程批量关闭全部学生机。

Use the teacher client to perform batch remote shutdown for all student computers.



2. 再次按下讲台影音系统电源按钮，关闭音响与显示设备。
Press the podium A/V power button again to turn off speakers and display devices.



3. 关闭讲台教师机并完成教室离场检查。
Shut down the instructor podium PC and complete the room closing check.

三、注意事项 • Notes

1. 教室设备仅限教学用途，未经许可不得用于与课程无关的活动。
Classroom equipment is for teaching use only and must not be used for non-course activities without authorization.
2. 如遇设备异常（无法开机、无画面、无声音、远程控制异常），请及时联系实验室管理员。
If any equipment issue occurs (power-on failure, no display, no audio, or remote-control failure), contact the lab administrator promptly.