

# 智慧琴房自助服務指引

## Guide on the Smart Piano Room Self-Service System

注：琴房預約至少提前1日（使用日前一晚 23:59，即 10 月 29 日 23:59 前可預約 10 月 30 日使用的時間段）

Note: Smart Piano Rooms reservation at least one day in advance. (e.g. Users can book piano rooms for use on October 30<sup>th</sup> before 23:59 on October 29<sup>th</sup>)

1. 打開 WeMust APP 的「房間預約」應用。

Open the **Room Reservation** application of WeMust APP.



2. 點選琴房，然後選擇時段和樓棟，再點選想要預約的房間；亦可直接點選房間編號，選擇使用日期和時段。按照預約頁面提示，填寫相關信息，點擊付款，即可完成預約手續。  
Click the **Piano Room** tab, then choose the **booking date, time** and **building**, and click on the room you want to reserve; or you can select a piano room number directly, then choose the booking date and time. According to the booking interface, fill in the information, then click **payment** to finish the reservation.



3. 成功預約後，須在預約使用時間內到琴房門口點擊「房間預約」應用內的「預約記錄」，選擇「開門」，或自行掃描琴房張貼的二維碼開門。

After the reservation, the user must go to the reserved room during the reservation time, click **Appointment Record** in the **Room Reservation** application, then choose **Open the door**, or

manually scan the QR code posted in the piano rooms to open the door.



4. 如有任何疑問，請撥打總務熱線 8897 2039 或 郵件 [gaservices@must.edu.mo](mailto:gaservices@must.edu.mo)。  
If you have any queries, please call the General Affairs Office's hotline at 8897 2039 or email [gaservices@must.edu.mo](mailto:gaservices@must.edu.mo).