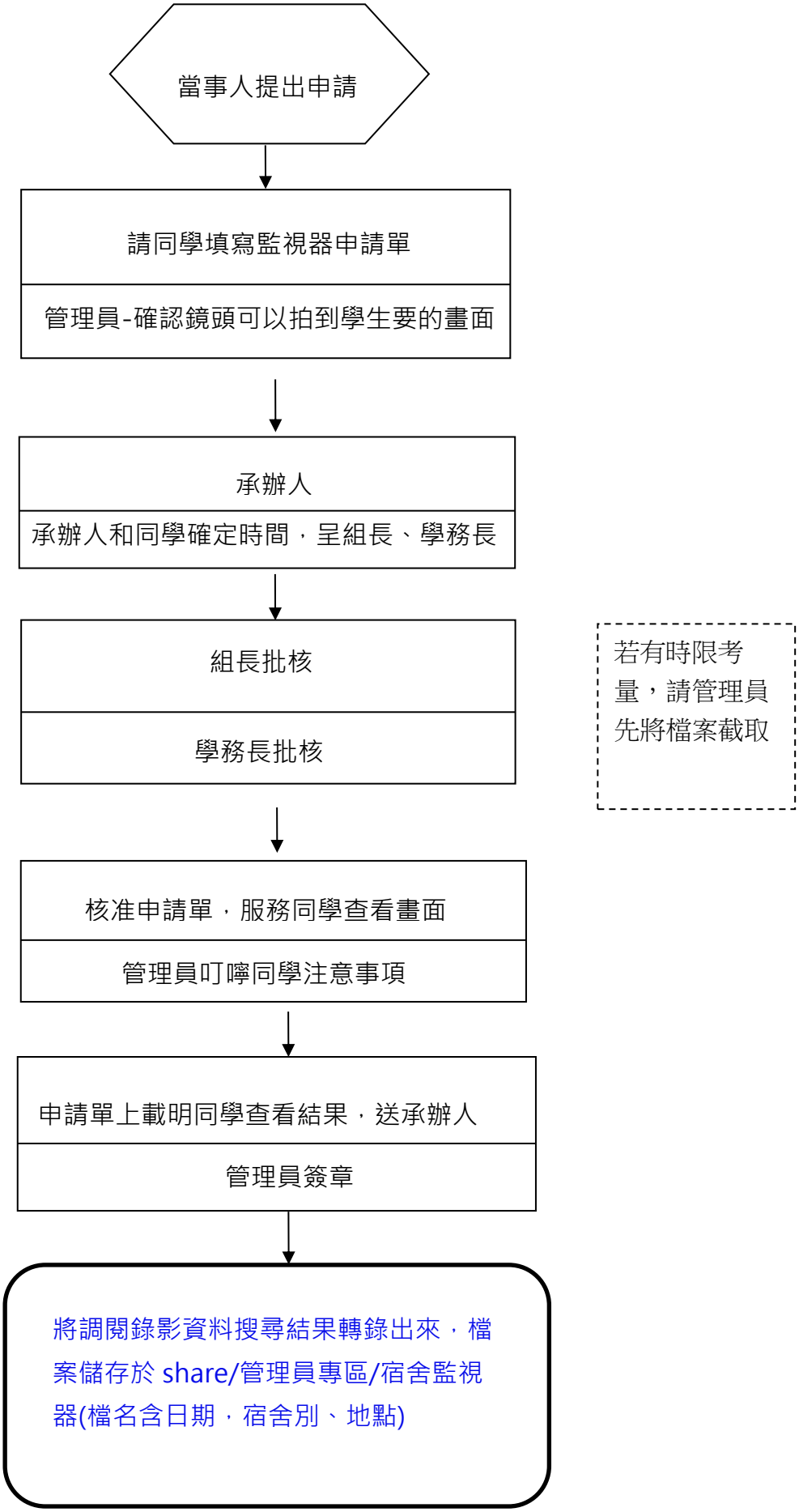宿舍監視器錄影帶調閱流程