

# Welcome to EssilorLuxottica

The app for reserving a seat

To access the NYC-1W37, 420 Fifth Avenue, Port Washington, Mason, or Dallas office, please download the [Welcome to EssilorLuxottica](#) mobile application and enter your Network User ID and Password in the dedicated section.

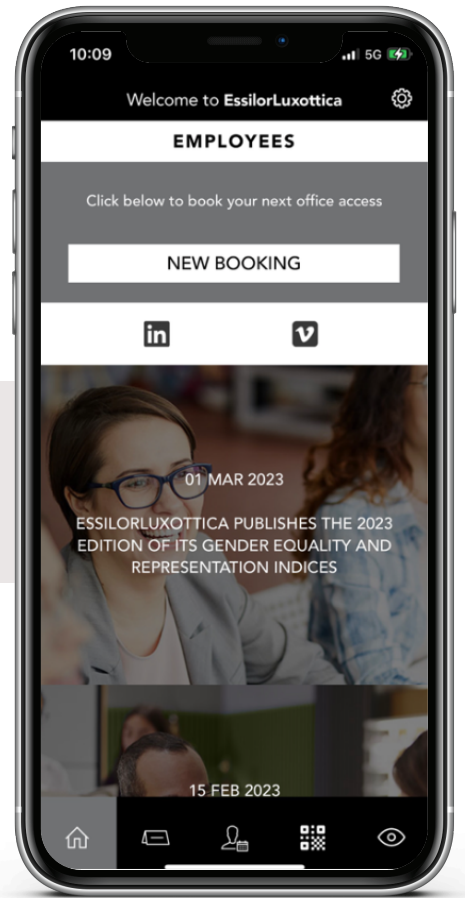
You will use this application to reserve your seat/desk in the office and other areas such as meeting rooms.



Apple



Android







## INSTRUCTIONS:

- Enter your EssilorLuxottica network ID and password
- Select "New Booking"
- Select "Date" > "Work Full" > "Seat" to secure your spot upon arrival

**Employees will only have access to the office upon booking a seat in the Welcome to EssilorLuxottica application.**

You can reserve your seat on the same day or up to two weeks in advance of your arrival.

**Select your seat** by viewing the maps of each floor:

-  = Available
-  = Available with Standing Desk
-  = Booked
-  = Not Available

Once you have received a booking confirmation, you will be able to view all of your current and upcoming seat/desk reservations.

**You can also use the app to give access to a visitor or guest.** You will be responsible for booking their workstation and, if required, a time slot in the cellar (basement). If you do not book a time slot for them, they will not have access.

**If you have any questions** or need support with the app, call IT HelpDesk.

## Troubleshooting

### Unable to Login?

Contact the IT HelpDesk to add your permission for your location(s)

### Missing Location(s)?

Use the "Log Out" procedure below. If not resolved, contact the IT HelpDesk.

