

# How to enable transfers to departments or jobs with MTX-15 clock with single punch - new Time Guardian series

302 [Frank Mateo](#) Thu, Jul 28, 2011 [MTX-15 Terminal](#), [Time Guardian Series \(TG 5.x, TG Plus 2.x, TG Pro 4.x\)](#) 0 5750

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## Introduction

**The below steps is how to configure transfers to departments or jobs with MTX-15 clock with single punch. Applies to Time Guardian v5.x and Plus.**

Requirements: Departments or jobs must be setup first.

1. Go to edit > setup wizard > clock tab
2. Click on Terminal/Locations
3. Verify the name is the location to edit, otherwise use the drop down menu
4. Go to options tab and check the Labor box
5. Open the terminal tab (last tab)
6. Open the labor tab and edit the job1 line to have all boxes that apply checked, so it will just be the 1st line with boxes checked
7. Apply all changes in the wizard, go to communications
8. Highlight the location

9. Select the download button, bottom right, from the left, third green box with blue down arrow

To punch at the clock:

1. Press last button on right
2. Swipe
3. Choose job1, depending on what's checked in clock labor tab in Time Guardian
4. Enter department number
5. Press enter

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## Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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