



## Altering the System After Installation

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This chapter lists the different system-altering procedures that you may do following the initial deployment of your system.

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## Adding HA, Updating, Upgrading, or Expanding the System

The following procedures are considered "system-altering", and requires advance preparation by the administrator:

- Adding or removing a high availability (HA) system
- Updating the system to a later version by using an ISO update file
- Upgrading the system by redeploying the system from a OVA file for the upgrade version
- Expanding the system size from the current size to a larger size

You will put the system in maintenance mode when performing these procedures. Because of this, you may want to schedule several of these procedures together; for example, expanding the system and updating the system during the same maintenance window.

Keep in mind the following constraints:

- If you have already added HA to your system, and would like to expand or upgrade the system, then you will need to redeploy the HA system again, following the upgrade.

System expansions or upgrades requires the deployment of a new system, with the transfer of the system data to the expanded or upgraded system. When deploying a new system, you are asked to choose between deploying a primary system or the HA system - you cannot deploy both at once. Therefore, you must first deploy the primary system with the OVA file, then deploy the HA system, with the same OVA file used for the primary system.

- If you are planning to add a HA system, as well as update it (with an ISO update file), then we recommend you first add the HA system, then update the combined (primary and HA) system.

The update procedure updates the entire system, with or without a HA system. If you update the system first, then to add HA, you first need to deploy the HA system, then update the HA system (so both the

primary and HA systems are at the same version). If you add HA first, then the update procedure updates the combined primary and HA system at the same time.

- The update procedure updates the entire system, with or without an Internet Reverse Proxy.

## Preparing For a System-Altering Procedure

This section describes how to prepare for a major system-altering procedure: expanding your system, adding a high availability system, enabling public access, updating or upgrading your system, and so forth, by creating a backup of your system.

Although you might choose to do so, backups are not required for an expansion or upgrade of your system. Do not take snapshots before or during a system-altering procedure. During an expansion or an upgrade, you deploy a new system and transfer data from your existing system to the new system. If there is a problem with the expansion or upgrade, you can power off the new system and power on the existing system.



### Caution

Because this procedure requires exclusive access to the system, users cannot access the system for meetings. Be sure to schedule this procedure during a time that will be least disruptive to your users.

Other system administrators should not access the system during this procedure. If they do so, their changes are not saved, and the result can be unpredictable. They must wait until this procedure is completed, then sign in to Cisco WebEx Administration to do their task.



### Note

Be sure to coordinate with other system administrators before starting a system-altering procedure.



### Attention

If you do not need to create a backup of your virtual machines, then you do not need to complete this procedure. However, as a best practice, Cisco recommends creating a backup. Backups enable you to revert the system if the procedure is unsuccessful.

## Procedure

- Step 1** Sign in to the Cisco WebEx Administration site.
- Step 2** Select **Turn On Maintenance Mode**.
- Step 3** Use VMware Data Recovery (called VMware vSphere Data Protection starting with vSphere Release 5.1) to create a backup of each of your virtual machines.  
A backup will help you revert your virtual machine to its state before the system-altering procedure. For further information, see [Creating a Backup by using VMware vCenter](#). For complete details on this backup, see the *VMware Data Recovery Administration Guide* or the *vSphere Data Protection Administration Guide*.

**Note** If you are preparing to do an expansion or upgrade, then remove all VMware snapshots on your existing system. This prevents accidental removal of Hard disk 4 's base VMDK file, which may be accessed by the expanded or upgraded system.

- Step 4** Sign back in to the Cisco WebEx Administration site, but do not turn off maintenance mode.
  - Step 5** Continue with the system-altering procedure.
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